



City of Bloomington  
Common Council

Jack Hopkins Social Services Funding  
Committee Packet

Material for Initial Meeting

Thursday, February 28, 2008  
11:30 a.m.  
Council Library

Office of the Common Council  
P.O. Box 100  
401 North Morton Street  
Bloomington, Indiana 47402  
812.349.3409

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**City of  
Bloomington  
Indiana**



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**To: Jack Hopkins Social Services Funding Committee**  
**Council members:**  
**Tim Mayer, Isabel Piedmont, Andy Ruff,**  
**Susan Sandberg, and Mike Satterfield and**  
**Representatives from Other City Entities:**  
**CAC Member (Dr. Tony Pizzo) and a CFR**  
**Commission Member (Hans Huffman)**  
**Staff: Marilyn Patterson & Lisa Abbott (HAND)**  
**From: Council Office**  
**Re: First Meeting -- February 28, 2008, 11:30 a.m.**  
**Date: February 22, 2008**

## **Contents of Packet**

**Memo**

**Agenda**

**History of Grants**

**Last Year's Council Resolution**

**Report of Last Year's Grants**

**Summary of Interpretation of Last Year's Funding Agreements – None**

**Request from El Centro Comunal Latino - *Forthcoming***

**Summary of Last Year's Program-Debriefing**

**Summary of Applicant Responses to Last Year's Survey**

**Criteria - Letter Outlining Criteria and Elaboration of Policies and Criteria**

**Solicitation Materials - Draft Solicitation Letter and Information Sheets**

**First Review of Applications - Cover Memo for Packet of Applications; List of  
Applications; Summary of Applications; Agenda**

**Presentation Hearing – Agenda; Sample List of Agencies and Questions**

**Pre-Allocation Hearing – Memorandum; Rating Guidelines; Committee Ratings,  
Recommended Allocations, and Comments**

**Allocation Hearing - Agenda, Worksheet**

**Sample Funding Agreement**

**Calendar for Months of March through June**

## **Memo**

### **Introductory Notes - Members of Committee**

**Welcome to the 2008 Organizational Meeting of the Jack Hopkins Social Services Funding Committee (Committee)** - The Committee holds an Organizational Meeting each year to decide upon the process for making the year's Jack Hopkins Social Services funding recommendations to the full Council. The meeting usually lasts at least two hours, but hopefully, by focusing on the possible changes, we can get it done in an hour and a half (or if necessary schedule another meeting). This memo and the accompanying packet material provide a brief history of the program, outline procedures, and highlight some of the issues that should be resolved before the agencies are invited to submit funding proposals.

**Date, Time, and Place:**

***Thursday, February 28, 2008 at 11:30 a.m. in the Council Library***

**Composition of the Committee – Elect a Chair** - The Committee currently includes five Council members and two members from other city entities. The five Council members assigned by the President are: Mayer, Piedmont, Ruff, Sandberg, and Satterfield. As a result of a motion by the Committee at the end of the process last year, the other two members of the Committee include a person appointed by last year's Chair from membership in the 2008 CDBG CAC (Dr. Anthony Pizzo) and a person appointed by the Community and Family Resources Commission (Hans Huffman).

*Action: Elect a Chair*

### **History, Level, Source & Location of Funds**

The Common Council established what is now called the Jack Hopkins Social Services Fund as an amendment to the Civil City Budget for 1993. The funding for 2008 has been increased by \$20,000 and the history of funding is as follows:

<b><u>Year(s)</u></b>	<b><u>Budgeted Funds</u></b>
1993	\$90,000
1994 – 1995	\$40,000
1996	\$50,000
1997 – 1998	\$90,000
1999- 2001	\$100,000
2002 – 2004	\$110,000
2005	\$125,000
2006	\$135,000
2007	\$145,000
2008	\$165,000

Since 1994, the monies for this program have come from the General Fund. In 2001, the monies were placed in the HAND department at the same time that department took over the responsibility for monitoring the social service grants from the Community and Family Resources department.

**Packet: History of Funding**

**Monitoring Previous Grants and Agreements – Last Year's Resolution, Monitoring Report, Interpretation of Funding Agreements, and Extensions** Marilyn Patterson will present her monitoring report regarding the implementation of the Funding Agreement for the 14 agencies who received grants in 2007. These grants and Funding Agreements were approved with the adoption of Res 07-04. In accordance with the Funding Agreements, the agencies either submit claims to the HAND department and are reimbursed for appropriate expenditures, or enter into an obligation for covered items and arrange for the City to

purchase it by credit card or purchase order. Four Funding Agreements, which all involved operational costs, provided for the grants to wrap-up in 2008 were extended for brief periods. Marilyn tells me that one of those agencies required a second extension. Approximately \$18,976 was encumbered into 2008 including \$11,000 for one agency which raises questions for the Committee as noted below.

### **El Centro Comunal Latino Funding Agreement**

The annual Resolution gives the Chair of the Committee authority to interpret the Funding Agreements and this year one is coming to the Committee for discussion and action. Please see the separate memo and packet regarding its request.

**Packet:**     **Res 07-04 (Last Year's Council Resolution)**  
                  **Monitoring Report**

*Action:       Approve the Monitoring Report       (Please note that the one-page self-evaluations for agencies that received operational funds are available in the Council Office.)*

*Action:       El Central Communal Latino Funding Request*

### **Revisions to Procedures as a Result of Committee Comments and Agency Responses to Survey**

The Committee held a Program Debriefing and surveyed agencies in order to evaluate the program and identify possible changes for this year. This packet may, in some cases, propose changes and, may in other cases, merely mention the debriefing or results of the survey for the purposes of discussion.

Copies of the Summary of the Program Debriefing and Survey are in this packet in order to refresh your memory about what we did last year and help you focus on what we should do this year.

**Notes on the Survey:**   We received 9 out of a possible 20 responses to the Survey – from eight who received funding and one who didn't. The references to agency preferences later in this memo are based upon the 9 respondents and, in order to make the responses more clear-cut, count all "Not Sure" responses as against the stated proposition.

**Packet:**     **Summary of the Program Debriefing**  
                  **Summary of Responses to Applicant Survey**

*Action:       Approve Memorandum of Program Debriefing*

## **Purpose and Criteria**

**Purpose/Criteria** - The criteria for allocating these funds have remained substantially the same ever since Councilmember Jack Hopkins first proposed them in 1993. They are as follows:

- \* The program should address a previously-identified priority for social services funds (as indicated in the SCAN, the City of Bloomington Housing and Neighborhood Development Department's 2005-2010 Consolidated Plan or other community-wide survey of social services needs);
- \* The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
- \* This investment should lead to broad and long-lasting benefits to the community.

The Committee approved a Policy Statement in 2001 that elaborated upon these criteria and other procedures and has since been revised.

### **Survey and Committee Comments**

**Survey:** An overwhelming majority of responses indicated that the Criteria and Statement provided clear guidance in preparing an application. All of the respondents said that the one-time funding requirement helped agencies implement their missions. Some, however, felt that the Committee did not apply the rule consistently for all agencies. One agency suggested capping grants at a certain amount while another suggested that the funds be limited to a few special projects each year.

*Note: Approximately 12 of the 20 applications and 7 of the 14 awards included at least some operational costs. Of those 7 awards, 4 received a total of about \$20,000 for pilot projects (3 of which were for amounts of \$5,000 or less) and 3 received about \$40,000 for transitional or bridge-funding, which amounts to about 41% of the funding last year.*

**Committee Debriefing:** While the Committee as a whole was satisfied with the criteria, one member heard from agencies that we may have been giving mixed messages by, on the one hand, discouraging applications for operational funds, and on the other, granting them in many cases and occasionally doing so one year after the next. *Please see the Ratings and Allocations section below for your discussion on the rating process.*

**Packet:**      **1993 Jack Hopkins Letter Outlining Criteria  
Elaboration of Program Criteria and Explanation of Procedures.**

**Issue:**        *Perennial matter of the one-time funding rule for operational costs and the exception for pilot projects or bridge funding. While noting the importance of this issue, staff does not recommend any changes this year.*

## **Solicitations – Submittals – Assistance with Applications**

**Extent of Solicitations** – The Council Office informs social services agencies about this funding program by:

- sending solicitation letters to agencies that have received or requested letters in the past and relevant agencies that appear on the Bloomington Volunteer Network Newsletter;
- having the United Way mention the solicitation in their weekly electronic Non-Profit Alliance Newsletter and send e-mails to their member agencies;
- notifying the media through a press release and through the offer of Public Service Announcements (read by Chair of the Committee), and
- posting forms that can be down-loaded from our web page.

### **Survey Responses and Committee Comments**

**Survey:** Seven of nine respondents heard about the program through multiple means of communication; the most common of which was through the solicitation letter and e-mail via United Way.

**Committee Debriefing:** None

**Submittals** – The letter to the agencies invites them to submit a two-page statement indicating how much is being requested, what it would be used for, and how this request meets the program criteria. It asks them to provide a one-page budget detailing the use of these funds and a financial statement for the agency as a whole. It also asks them to fill out two information sheets: one requesting contact information and the other requesting proposal summaries. Typically, the letter gives the agencies approximately four weeks to submit their applications.

### **Assistance with Preparing Applications/Technical Assistance Meeting** –

For the past few years, the staff has held a technical assistance meeting for agencies to attend and receive help regarding their applications. About 16 agencies showed up for the session last year. The HAND departments have also offered to help with the preparation of applications. Please note that the Council Office staff spent more time contacting the agencies to clarify their requests last year than in previous years.

### **Survey Responses and Committee Comments**

**Survey.** Agencies found the application process simple and easy and appreciated the technical assistance meeting (especially when new to the process or to hear about changes from year to year).

**Committee.** No need for change.

**Packet:**        **Solicitation Letter (with information on the Living Wage requirements)  
Program Funding and Contact Sheets**

*Assumption: Solicitation letter is adequate.*

*Assumption: The applications provide you with sufficient information to make a good decision.*

*Assumption: Staff provides adequate assistance to agencies when they prepare their applications.*

*Approve: Draft solicitation packet, dissemination plan, and technical assistance meeting.*

## **Deliberations – Goals - Three Meetings**

### **Goals and Procedures for Evaluating Applications**

The following paragraphs set forth the goals and procedures for evaluating proposals and making funding recommendations:

#### **Proposed Statement of Goals for the Hearings:**

- Encourage applications that best meet our purposes by articulating clear guidelines and applying them consistently;
- Assure that Committee members make well-informed decisions;
- Support local social services programs by providing a positive environment when discussing and considering proposals; and
- Assure an efficient process that avoids unnecessary work.

**Four Meetings to Make Recommendations** – The Committee added another meeting in and met four times in 2007 in order to review the applications and make its recommendations to the full Council. Those meetings include a(n):

- Initial Review of the Applications (*new in 2004*);
- Presentation Hearing;
- Pre-Allocation Discussion (*new in 2007*); and
- Allocation Hearing (funding recommendations).

The following paragraphs briefly describe the activities that occur at each of these four stages in order for you to decide whether anything should be changed this year.

**Initial Review of the Applications – Becoming Familiar with Applications – Narrowing the Field - Clarifying Priorities** The Council Office receives the applications (which typically number between 20 to 35) and takes about 10 days to assemble, summarize, clarify ambiguities with agencies and distribute them to Committee members and staff.

Since 2004, we have held a meeting to review applications about a week after you received the packet and about a week before hearing any presentations. This step provides an informal setting to share impressions early and ask questions of staff about the proposals and agencies. Last year, the meeting lasted about 2 hours and members took the following

steps in the following order:

- notified the Committee of conflicts of interest and declared whether or not they had the ability to act fairly, objectively, and in the public interest;
- eliminated applications which were clearly inappropriate; and
- reviewed the rest of the applications, raised questions for presenters to answer; and removed a few more from consideration based upon their low priority for funding.

In past years, the Committee also has discussed:

- how to conduct public deliberation and inquiries, and
- its approach to allocation decisions (e.g. how to make that decision and handle partial-funding).

### **Survey Responses and Committee Comments**

**Agencies.** The 2005 survey indicated that a majority of agencies would prefer that their application be cut before making a presentation if it was unlikely that they were going to be funded. This apparently was based upon the conclusion that they had better things to do with their time and did not see a real gain in the form of a second chance at persuading you to fund their request or in the form of broadcasting their needs to the larger community.

**Committee Debriefing:** None. Typically the Committee has found value in sharing opinions and raising questions this early in the process. It eliminated 3 of the 20 applications at last year's initial hearing.

**Packet:**      **Cover Memo for Application Packet**  
                    **List of Applications**  
                    **Summary of Applications**  
                    **Agenda**

*Assumptions: Summary of applications serves your needs.*

*Assumptions: Order of business is fine.*

*Issue:            Eliminating applications at the initial meeting allows you to cull clearly ineligible projects and also bring the number of presentations down to a manageable number. In the latter case, you would be concluding that those projects are just not a high priority for funding this year. Are there other criteria or other considerations you can articulate now regarding that decision?*

**Presentation Meeting** – In the last few years, staff relayed your questions to the presenters and scheduled their arrival in waves. Last year's 17 presenters were given five minutes to make their case with another five minutes to answer your questions. In all, the presentations lasted 2.25 hours.



### **Agency Responses and Committee Comments**

**Agencies.** Seven of the nine respondents found the five-minute presentation adequate.  
**Committee Debriefing.** None

**Packet:**      **Agenda for Last Year's Meeting**  
                  **Sample List of Agencies and Questions**

**Allocation Hearings and Recommendations - Resolve Questions and Adjust Allocation of Funds**    Last year the Committee members submitted ratings to the Council Office about a week after they heard presentations from the agencies. These ratings (on a scale of 0 - 5) and comments (including proposed amount of funding) were then presented to committee members a few days later in the form of a table. Soon after the ratings had been distributed, the Committee met for a third time to informally discuss the ratings and consider recommendations to be made at a fourth (allocation) meeting. This meeting led to a less formal and more open discussion of the applications and how to allocate the funds.

### **Survey Responses and Committee Comments**

**Agencies.** In a change from previous years, all the respondents found the funding/allocation process clear, consistent and equitable and 8 out of 9 said the same about the 0 – 5 rating system. However, one respondent noted that the rating system was somewhat of a mystery.

**Committee Debriefing.** The Committee wanted to continue holding a pre-allocation meeting where members could informally discuss their preferences and prepare for the formal hearing. One suggested that the rating numbers include gradations of 0.5 and that the members continue providing a suggested amount as well as a rating score.

**Packet:**      **Pre-Allocation Memorandum**  
                  **Guide to Standardized Ratings**  
                  **Committee Ratings, Recommended Allocations and Comments**

*Assumption: The pre-allocation meeting to discuss allocation decisions prior to the final allocation meeting was useful and will be continued this year.*

*Issue: The Committee has used a 0 – 5 rating scale and members may do so in gradations of 0.5. Two years ago the Committee considered attaching meanings for each whole number on the scale in order to help establish a more formal and uniformly-applied rating system. So far, those meanings have only served as guidelines. Does the Committee want to change them or make them more formal/*

*Assumption: Occasionally the Committee has tied the proportion of funding to the level of ratings. This has helped avoid the “two modality problem”- when allocations are made, in some cases, on the basis of ratings and, in others, on the basis of the average allocations. This approach may work better with applications for program funds than with applications for physical improvements and, given our lack of maximum requests, may unduly limit you in regard to large, highly rated requests. For this reason, I assume you do not want to commit to this approach early in the process.*

*Issue: Partial Funding/Matching Funds –These decisions are sometimes made without good information about how the adjustment would affect the feasibility of the project. How does the Committee want to address those situations this year? If you need more information from the agency, what will you need and when will you need it?*

**Proposed Schedule** - Traditionally the allocation phase for the program begins just after the CDBG funding is known (March) and runs to mid-June. Then the funding or implementation phase runs from July to December and sometimes into the next year.

### **Survey Responses and Staff Comments**

**Agencies.** Seven of the nine respondents felt that the June – December reimbursement schedule served their needs. A few respondents surmised that the 6-month schedule works well with requests for equipment, but a longer schedule works better for reimbursement of program (operational) costs.

**Staff.** The HAND department traditionally favors an early start in order to give agencies more time to spend their money before the end of the year.

Here are the critical steps in the allocation phase of the program and a proposed schedule:

<u>Action or Meeting</u>	<u>Action to be taken at JHSSF Meeting</u>
Council Office Solicits Applications	(By) Monday, March 3, 2008
Council Office Holds Technical Assistance Meeting	Thursday, March 27, 2008, 4:00 p.m., McCloskey Room
Agencies Submit Proposals (Deadline)	Monday, April 7, 2008, <b>by 4:00 p.m.</b> , Council Office
Council Office Distributes Application Packet to Committee Members	(By) Wednesday, April 23, 2008
Committee Initially Discusses and Eliminates Some Applications	Tuesday, April 29, 5:00 p.m. in the Hooker Room
Committee Hears Presentations	Thursday, May 8, 2008, 5:00 p.m., Council Chambers

Committee Members Submit Rating of Applications	Wednesday, May 14, 2008, noon, Council Office
Committee Discusses Funding Recommendations at a Pre-Allocation Meeting	Monday, May 19, 2008, 5:00 p.m., Council Library
Committee Makes Funding Recommendations	Thursday, May 22, 2008, 4:00 p.m., Council Chambers
Agencies Complete the Funding Agreements	Monday, June 2, 2008, Council Office
Committee Evaluates the Program	Wednesday, June 4, 2008, 6:00 p.m., Council Library
Common Council Action on the Recommendations	Wednesday, June 18, 2008, 7:30 p.m., Council Chambers
HAND Holds Technical Assistance Meeting	Tuesday, June 24, 2008, 8:30 a.m., McCloskey Room

Packet: Calendar March – June 2008.

**Funding Agreements and Their Implementation** - We require agencies to execute a funding agreement (*Agreement*) with the City in order to assure proper use of the funds. The *Agreement* describes the purpose of the funds and sets a time frame for spending the monies (which can be extended by the Director of the HAND department and whose staff is responsible for monitoring the agreement). The *Agreement* also requires agencies to repay the funds if the money is not used in accordance with its terms. The HAND department implements these *Agreements* either by reviewing claims submitted by agencies and reimbursing those agencies or by authorizing payment directly to vendors. The Committee Chair is authorized to interpret the *Agreement*.

### **Survey Responses**

**Agencies.** On the whole, agencies thought that the reimbursement system worked well and did not impair their ability to carry out the agencies' missions. One member thought it might create cash-flow problems, especially for expensive projects.

**Committee Debriefing:** None.

**Packet: Copy of current Funding Agreement**

*Issue: Last year the Committee agreed to establish the deadline for submitting claims to coincide with the first claims date in April. This has meant that the Chair of the Committee, and not the Director of HAND, would determine whether to extend the claims period beyond that date.*

*Issue: Please note that the Living Wage requirements begin with a phase-in this year and reflected in the Solicitation Letter as well as the Agreement.*

**Evaluation of Program:** For the past three years, the Committee met in early June to discuss the year's procedures and the agencies were given a survey of their impressions of the process later that month.

*Proposal: Continue the practice this year.*

**Coordination with Other Funding Sources** – In the past, the Administration and Council and others have taken various steps to coordinate the funding of social services programs.

*Issue: Are there any steps the Committee would want to take this year or next year?*

**Notice and Agenda**  
**Jack Hopkins Social Services Funding Committee**  
**11:30 a.m. on Thursday, February 28, 2008**  
**Common Council Library - Room 110, Showers Center, 401 North Morton**

1. Initial Matters
  - a. Introduction of Committee Members:
    1. Common Council
    2. Representatives from Other City Entities
    3. Staff
  - b. Election of Chair
  - c. Authorize the Council Office to act as Secretary for the Committee
2. History of Funding (\$165,000 available this year)
3. Status of 2007 Grants
  - a. Report on 2007 Grants (Marilyn Patterson, Program Manager, HAND)
  - b. Request for Modification and Extension of One Grant
4. Review and Approve Committee Procedures for 2008 based upon Survey and Debriefing
  - a. Criteria - Review of Policy Statement
  - b. Soliciting, Assisting & Submitting Applications
  - c. Reviewing Applications, Hearing Presentations, Making Recommendations
  - d. Proposed Schedule/Dates/Deadlines
  - e. Funding Agreements
5. Other Business or Comments
6. Adjournment

## **History of Fund Allocations**

**JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM**

**HISTORY OF FUNDS**

<b>Year</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Amount</b>	<b>Classification</b>
<b>1993</b>				
	Public Health Nursing Assn.	New facility construction	\$90,000	
		<b>Total Year Award</b>	<b>\$90,000</b>	
<b>1994</b>				
	Middle Way House	Women's and children's transitional facility	\$35,000	
	Rhino's All Ages Club	Larger facility for adolescents' activities	\$5,000	
		<b>Total Year Award</b>	<b>\$40,000</b>	
<b>1995</b>				
	Big Brothers / Big Sisters	Office Renovation	\$4,800	
	Community Kitchen	Used vehicle to serve meals	\$9,000	
	Girls, Inc.	Interior Construction	\$21,700	
	Rhino's All Ages Club	Pilot outreach program	\$4,500	
		<b>Total Year Award</b>	<b>\$40,000</b>	
<b>1996</b>				
	Boy's and Girl's Club	Central Air Conditioning	\$3,000	
	Dental Care Clinic	Dental Equipment	\$1,450	
	Girls, Inc.	Van Purchase	\$10,000	
	Head Start	Building and Program Materials; insurance	\$4,400	
	Hoosier Hills Food Bank	Refrigerated truck	\$3,800	
	Middle Way House	Child care facility	\$17,350	
	Shelter, Inc.	Housing for homeless	\$10,000	
		<b>Total Year Award</b>	<b>\$50,000</b>	
<b>1997</b>				
	Community Kitchen	Transport containers to provide meals to at risk youth in after school programs	\$1,300	

Hoosier Hills Food Bank	Equipment for Food Repackaging Room for meal rescue program	\$9,200
MCUM	Addition and renovation of child care facility	\$51,000
Options for Better Living	Upgrading phone and voice mail system	\$13,500
Stone Belt Center	Primary network server for computer system	\$15,000
<b>Total Year Award</b>		<b>\$90,000</b>

#### 1998

Boy's & Girl's Club	Renovate and equip facility for a teen center and learning center	\$23,000
Community Kitchen	Purchase upright commercial oven, mobile sheet pan rack, and mats for kitchen floor	\$4,675
Evergreen Institute	Predevelopment costs for senior housing facility; any reimbursements to be applied to purchase of the property	\$17,000
Girls, Inc.	Purchase equipment to implement Operation SMART	\$6,500
Housing Authority	Insulate 8 buildings and purchase hand held carbon monoxide detector	\$5,000
MCUM	Renovate existing building to meet new building code	\$9,925
Options for Better Living	Repair 1991 Club Wagon for client purpose	\$3,000
Rhino's Youth Center	Operate Graffiti Clean-Up; salaries, operating costs	\$10,900
Shelter, Inc.	Renovate Campbell House for child care home; toys, furnishings, equipment	\$10,000
<b>Total Year Award</b>		<b>\$90,000</b>

#### 1999

Amethyst House	New Van	\$10,000
Community Kitchen	Ice machine and freezer	\$4,650
Dental Day Care	Dental chairs and equipment	\$17,144
Evergreen Institute	Residence construction for elderly	\$8,208
Housing Authority	Roof replacements	\$9,300
Head Start	Classroom equipment	\$10,125
Hoosier Hills Food Bank	Cooler and condensing unit	\$14,394
MCUM	Equipment for food area	\$11,850
Mother Hubbard's Cupboard	Refrigeration unit	\$1,029



Planned Parenthood	Exam table for handicapped	\$5,000
Shelter, Inc.	Training (conference) for new program	\$4,300
Stone Belt	Industrial sewing machines	\$4,000

**Total Year Award      \$100,000**

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**2000**

<b>June</b>	Abilities Unlimited	Equipment for loan to persons with disabilities	\$3,498
	Center for Behavior Health	Floor covering for facility	\$7,000
	Citizens' Advocacy Coalition	Training and printed materials for a one-to-one advocacy program for persons with disabilities	\$1,500
	Community Kitchen	Eight dining tables	\$2,460
	Housing Authority	Outdoor lighting at two facilities	\$7,045
	Dental Care Clinic	To acquire used equipment	\$7,000
	Family Solutions	To buy audio/visual equipment and software for parenting library	\$714
	Girls', Inc.	For supplies and equipment for summer camp program and two car infant seats	\$2,303
	Hoosier Hills Food Bank	One low-lift pallet truck and three sets of racking	\$4,549
	Middle Way House	To construct addition onto their shelter	\$10,000
	Middle Way House	To buy and install security devices for two facilities	\$2,426
	Options for a Better Living	To buy materials, computer, and furniture for resource library for persons with disabilities	\$5,000
	Stone Belt Arc, Inc.	For equipment and software for "compuplay" facility for children with disabilities	\$11,500

**Total Award for June 2000      \$64,995**

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**2000**

<b>Oct</b>	Abilities Unlimited	To purchase loaner equipment for persons with disabilities	\$3,000
	American Red Cross	To convert a van to a mobile supply vehicle for disaster relief	\$1,600
	Amethyst House	Rebuild foundation of Womens' facilities	\$7,500
	Bloomington Hospital - Home Health Services	Implement a pilot healthcare program for local inmates after release from jail	\$3,000

Big Brothers / Big Sisters & Boy's and Girl's Club	To expand hours and activities for children at their Crestmont Site	\$9,500
Family Services - CASA	Hire staff for tracking services and measuring outcomes	\$3,200
Girls', Inc.	For the Friendly PEERsuasion Program	\$2,500
Girls', Inc. - Reading Renegades	For books, refreshments, and misc. equipment for after school reading program	\$620
Middle Way House	To buy an Industrial Grade document scanner for Confidential Document Destruction Program	\$3,210.95
Mother Hubbard's Cupboard	To establish a new southside food pantry in concert with the Community Kitchen and the Perry Township Trustees	\$9,000
Rhino's Youth Center	To construct a radio studio at center	\$2,000

**Total Awards for October 2000      \$45,130.95**

## 2001

American Red Cross (Monroe County Chapter)	To purchase tables and chairs for community classroom	\$5,100
Big Brothers Big Sisters of Monroe County, Inc.	To purchase and install windows and doors for its facility	\$8,779
Bloomington Housing Authority	To purchase and install outdoor lighting for Walnut Woods complex	\$6,502
Center for Behavioral Health	To purchase counseling software for children	\$1,639
Community Kitchen of Monroe County, Inc.	To purchase equipment for second food preparation and distribution site	\$10,721
Hoosier Hills Food Bank	To purchase food for city residents	\$3,000
Middle Way House, Inc.	To support pilot childcare nutrition program/enterprise by paying salaries of cook	\$23,885
Monroe County United Ministries	To pay rent and utilities for city residents at risk of being dislocated	\$32,884
My Sister's Closet of Monroe County	To purchase display, tagging, and laundry equipment for clothing donation program	\$1,130
Options for Better Living	To purchase CPR training equipment to train staff	\$4,966
Planned Parenthood	To purchase equipment to test for anemia	\$1,394

**Total Awards for June, 2001      \$100,000**

**2002**

Amethyst House, Inc.	To help rebuild and expand the men's facility by restoring the historic façade.	\$20,000
Area 10 Agency on Aging	To purchase equipment for the Food Pantry at the Girls, Inc. site	\$1,475
Big Brother Big Sisters of Monroe County	To purchase computer equipment for recruitment and training initiative	\$3,623
Bloomington Area Arts Council/JWAC	To purchase a raku kiln and other equipment for the art education program.	\$2,895
Center for Behavioral Health (Children's Services)	To purchase equipment and fund 4 programs serving children and their parents	\$3,952
Community Kitchen of Monroe County, Inc.	To purchase a copy machine shared with Shelter, Inc. and aprons, and hairnets	\$3,639
Girls Incorporated	To pay for the salary of the director of the after-school and summer youth programs.	\$15,000
Girls Scouts of Tulip Trace Council	To purchase 2 learning modules for the agency's Family Life Education Program.	\$2,148
Indiana Legal Services, Inc.	To pay for the salary of an attorney as well as printing and publication expenses related to the new Housing Law Center.	\$20,000
Mental Health Association in Monroe County	To start-up five new support groups and to publish an updated version of the directory of mental health services.	\$10,192
Mother Hubbard's Cupboard, Inc.	To fund a new nutrition education program	\$5,000
Options for Better Living	To purchase materials for a program between Options and Center for Behavioral Health to address persons with dual diagnosis	\$5,000
Planned Parenthood	To purchase an autoclave for the purpose of sterilizing instruments.	\$1,495
Rhino's Youth Center	To purchase audio and video editing equipment for after-school programming.	\$8,264
Shelter, Inc.	To purchase new appliances for Campbell House	\$2,317
South Central Community Action Program, Inc.	To establish a revolving loan program for auto repairs of clients	\$5,000

**Total Awards for June, 2002      \$110,000**

**2003**

Amethyst House, Inc.	To purchase and install a stairway elevator at Men's House facility	\$4,521
Area 10 Agency on Aging	To pay for 50% of the annual wage for the Food Pantry/Emergency Food VISTA	\$4,614
Big Brothers Big Sisters	To pay for Program Manager and program expenses for Girl's Inc.'s Teen Outreach LEAP Program	\$11,904
Bloomington Area Arts Council	To pay for at least 50 scholarships for at-risk low-income city youth to participate in John Waldron Education Program	\$4,250
Boys & Girls Club	Job Development Specialist for TEENSupreme Career Prep Program	\$25,000
Citizens Advocacy	Preparation and distribution of a quarterly newsletter for Citizens Advocacy Program	\$3,000
Community Kitchen	Replace fire suppression system, loading dock, and 60 chairs for the S. Rogers site	\$10,104
Family Services Association	Purchase laptop computer, LCD projector, and carrying cases to promote activities, train	\$3,000
Middle Way House, Inc.	Purchase thermal carriers; pots, pans, and food trays; and, dishwasher proof dishes and flatware in order to extend program to Area 10 Agency on Aging	\$4,100
MCUM	Subsidize childcare costs for low-income households within the City	\$20,000
Options for Better Living	Pay for materials for its resource library and speaker fees related to the Family Partnership	\$1,725
People & Animal Learning Services, Inc. (PALS)	Purchase and install tow hydraulic mounting lifts to be used for and owned by the PALS therapeutic riding program	\$3,400
Planned Parenthood	Purchase four computers for its 421 South College facility	\$3,600
Shalom Community Center	Pay for six phone sets and install three new phone lines at its 219 East 4 <sup>th</sup> Street facility	\$1,900
South Central Community Action Program	Pay for the development of computer software	\$6,292
Templeton Elementary School	Pay for food and supplies for its Kinder Camp summer program to serve children entering kindergarten or the first grade	\$2,580

**Total Awards for June, 2003      \$110,000**

**2004**

Big Brothers Big Sisters	Purchase a server, related equipment, and software to implement Phase I of its long range service plan	\$4,500
Boys & Girls Club	Pay for salaries, transportation, and other operating costs related to the No Kid Left Behind Program	\$8,000
Citizens Advocacy	Pay to print 4,000 brochures, fact sheets, and handouts, as well as approximately 500 informational guides to help recruit advocates	\$1,180
Community Kitchen	Replacing a door and dishwashing machine, purchase a garbage disposal and kitchen grade metal shelving	\$7,780
El Centro Comunal Latino	Purchase software, office equipment, and furniture for a central office & meeting space	\$1,500
Girls Incorporated	Pay a portion of the cost of one used bus	\$10,000
Hoosier Hills Food Bank	Pay for renovations to the facility	\$13,294
Martha's House	Pay for salaries and operational costs needed to operate 28-bed emergency shelter & facilitate a new self-sufficiency & outreach program	\$17,823
Mental Health Assoc/Family Services Association	Pay for computer equipment and a portion of salaries for a Jail Diversion Specialist – to find other means for handling non-violent, mentally ill offenders	\$10,000
Middle Way House, Inc.	Pay a portion of salary and benefits for a Housing Specialist who will develop a cooperative housing program & facility for low-income women	\$7,500
Monroe County United Ministries	To subsidize child care services for low-income city residents primarily during the summer months	\$15,000
Planned Parenthood	To purchase 6 sets of cervical biopsy equipment	\$2,923
Rhino's Youth Services	To purchase 4 portable 250 GB hard drives, a multi-media PC with monitor, and other equipment	\$5,000
Shalom Community Center	To pay for a part-time Food Service Coordinator to expand its breakfast & lunch program as well as train & provide work experience	\$5,500

**Total Awards for June, 2004      \$110,000**

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**2005**

Big Brothers Big Sisters of South Central Indiana	Salary of Partnership Coordinator for a multi-year Capacity Building project	\$5,000
Bloomington Hospital/ Community Health Education	Facilitator salary for New Parents Initiative for the third year	\$3,000
Bloomington Housing Authority	Washers, dryers, vacuum cleaners and accessories, for Lice Program	\$5,000
Community Justice & Mediation Center (CJAM)	Personnel, training, and recruitment expenses for constructive conflict resolution program for Black and Multi-racial youth	\$1,400
Community Kitchen of Monroe County, Inc.	Replace produce cooler and purchase food trays for free meal service	\$4,100
Habitat for Humanity of Monroe County	Two heaters and insulation for Habitat ReStore facility	\$4,100
Martha's House, Inc.	Pay salary for Assistant Director and House Managers of the Emergency Shelter program	\$12,500
Middle Way House, Inc.	Steel ramp, tow bar loops, lifts for Confidential Document Destruction	\$10,000
Monroe County United Ministries, Inc.	Caseworker salary for Emergency Services program	\$16,000
Options for Better Living, Inc.	Modify wheelchair accessible van for community participation program	\$7,500
Planned Parenthood of Indiana, Inc. (PPIN)	Security cameras and equipment for the facility at 421 S. College Ave.	\$1,500
Rhino's Youth Center	Construction of bathrooms and upgrade of heating and cooling system for Rhino's Youth Center at 330 South Walnut Street.	\$22,900
Shalom Community Center, Inc.	Vertical lift for Shalom Center annex at 110 S. Washington St.	\$9,000
South Central Community Action Program, Inc. Head Start	Furnishings, equipment and cognitive materials for Head Start classrooms at Templeton and Summit schools	\$8,000
South Central Community Mental Health Centers, Inc.	Training, consultation and licensing for Functional Family Therapy program	\$10,000
Stone Belt Arc.	Salary for a Curriculum Specialist for new Career Advancement program	\$5,000
<b>Total Awards for 2005</b>		<b>\$125,000</b>

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**2006**

Amethyst House	To pay for property and liability insurance, utilities, food, and salaries needed to operate the Men's House at 215 North Rogers.	\$8,000.00
The Area 10 Council on Aging of Monroe & Owen Counties, Inc.	To purchase IRis online software for the Go Live with 211 Infoline initiative.	\$2,187.33
Big Brothers Big Sister of South Central Indiana	To reconfigure and repair the roof and restore water-damaged areas at 418 South Walnut.	\$8,109.00
Bloomington Hospital Positive Link	To purchase portable hot boxes, portable coolers, and related supplies for the Nutrition Links program.	\$1,150.00
Boys & Girls Club of Bloomington	To pay for staffing, supplies, food, and rent for the Crestmont Youth Camp.	\$8,160.00
Center for Behavioral Health	To pay for car repairs and garage insurance for the Wheels to Work program.	\$1,816.67
Community Justice and Mediation Center	To pay for printing a conflict resolution handbook, purchasing conflict resolution materials, and personnel expenses for outreach and instruction.	\$2,170.00
Community Kitchen of Monroe County, Inc.	To purchase and repair a used van from Girls, Inc.	\$8,401.64
El Centro Comunal Latino	To purchase a portable DLP projector and laptop and provide stipends for speakers for the Informate Series initiative.	\$2,468.51
First Christian Church	To purchase two jumbo storage cabinets, an upright freezer, and supplies for the Gathering Place.	\$1,250.00
Girls Incorporated of Monroe County	To pay for personnel expenses for a half-time Program Specialist and purchase Commit to be Fit support materials.	\$1,950.40
Hoosier Hills Food Bank, Inc.	To install lights, replace door, reinstall floor scale, and purchase safety equipment for two trucks.	\$6,670.00
Martha's House Inc.	To pay for personnel expenses for the Martha's House homeless shelter.	\$8,000.00
Mental Health Alliance	To pay for personnel expenses for a Mental Health Community Coordinator and Office Manager and for the purchase of: resource guides, supplies, telephone expenses, travel costs, audit insurance, equipment leases and items for the Material Support Program (	\$13,532.80

Middle Way House, Inc.	To pay for the personnel expenses of the Childcare Program Coordinator.	\$12,000.00
Monroe County United Ministries	To pay for personnel expenses of an additional social worker for the Emergency Services program.	\$20,000.00
Mother Hubbard's Cupboard, Inc.	To pay for the purchase and installation of one two-door freezer unit and one two-door refrigeration unit.	\$6,670.00
Options for Better Living, Inc.	To format and rebuild computers and install modems and software as part of the Equalizing with E-cycling program.	\$4,000.00
Pinnacle School (dePaul Reading & Learning Association, Inc.)	To purchase specialized teaching materials.	\$4,394.67
Planned Parenthood of Indiana	To install cabinetry and purchase files and furniture for the front desk renovation.	\$2,440.00
Shalom Community Center	To purchase a communication system and a technology system network that includes both server and software to be installed at 110 SouthWashington, Bloomington, Indiana.	\$7,809.18
South Central Community Action	To pay for personnel expenses incurred as part of the	\$2,230.80
Teachers Warehouse	To purchase shelving and help pay for overhead costs.	\$2,000.00
<b>Total Awards for 2006</b>		<b>\$135,411</b>

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**2007**

Bloomington Hospital Positive Link	Positive Link Group Support Program	\$2,360.00
Bloomington Housing Authority	Crestmont Neighborhood Nurse Program	\$5,600.00
El Centro Comunal Latino	Outreach Programs Director	\$11,000.00
Community Kitchen of Monroe County, Inc.	Equipment Purchase	\$29,800.00
Martha's House, Inc.	Emergency Shelter - Laundry Facilities	\$2,400.00
Middle Way House, Inc.	Domestic Violence Emergency Shelter	\$6,500.00
Monroe County United Ministries, Inc.	Affordable Childcare	\$28,080.00
My Sister's Closet	Dress for Success	\$2,500.00
Planned Parenthood of Indiana, Inc.	PPIN Friend to Friend Patient Pass	\$5,000.00
Shalom Community Center, Inc.	Hunger Relief Program Enhancement	\$5,450.00



South Central Community Action Program Head Start	Head Start Playground Renovations	\$5,000.00
Stepping Stones	Education Program	\$1,314.00
Stone Belt Arc, Inc.	Renovation of Art Studio	\$7,746.00
Volunteers in Medicine of Monroe County	Promoting Wellness for the Uninsured with Information Technology Tools	\$32,250.00
<b>Total Awards for 2007</b>		<b>\$145,000.00</b>

## **Last Year's Grants**

**Council Resolution Allocating Funds, Approving the  
Funding Agreements, and Authorizing Other  
Procedures**

**Report of Last Year's Grants**

**Summary of Interpretations – None**

**Request from El Centro Communal Latino –  
Forthcoming**

## RESOLUTION 07-04

### AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2007 AND OTHER RELATED MATTERS

- WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council regarding the allocation of discretionary social services funds and, in 2002, named the program in the honor of Jack Hopkins, who was instrumental as a Council member in the establishment of this funding program; and
- WHEREAS, according to Resolution 02-16, the Committee serves as a standing committee of the Council with five members from within the Council appointed by the President of the Council and with as many as two members added by the Committee from other city entities; and
- WHEREAS, this year the Committee includes Council members Tim Mayer (chair), Mike Diekhoff, Andy Ruff, David Sabbagh, and Susan Sandberg along with Community Development Block Grant Citizen Advisory Committee member, Tony Pizzo and Community and Family Resource Commission member Hans Huffman; and
- WHEREAS, this year the City increased the funding from \$135,000 to \$145,000; and
- WHEREAS, the Committee held a preliminary meeting on March 1, 2007 to establish the program procedures for the year; and
- WHEREAS, at that time, the Committee reaffirmed the Policy Statement, which set forth and elaborated upon the following criteria for making their recommendations:
1. The program should address a previously identified priority for social services funds (as indicated in the *Service Community Assessment of Needs* (SCAN), the City of Bloomington Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan* or any other community-wide survey of social service needs); and
  2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program; and
  3. This investment in the program should lead to broad and long lasting benefits to the community; and
- WHEREAS, by the deadline at 4:00 p.m. on April 2, 2007, 20 agencies had submitted applications seeking approximately \$246,500 in funds; and
- WHEREAS, on April 24, 2007, the Committee met to discuss and eliminate applications from further consideration and on May 3, 2007, the Committee heard presentations from 17 agencies; and
- WHEREAS, in the days following the presentations, the members of the Committee rated those proposals on a scale of 0 to 5; and
- WHEREAS, on May 15, 2007, the Committee met for a Pre-Allocation meeting and passed a series of preliminary motions that funded 14 applications and these recommendations were adopted by the Committee at the Allocation meeting on May 21, 2007; and
- WHEREAS, the 14 agencies receiving funds understand the funding agreements, which have been prepared for each grant and agree to abide by the terms of those agreements; and
- WHEREAS, the staff of the HAND department will arrange for the disbursement of the grant funds pursuant to the funding agreements, which will be interpreted by the Chair of the Committee; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The Common Council now allocates one hundred and forty-five thousand dollars (\$145,000) set aside for the Jack Hopkins Socials Services Funding program in 2007 to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2:

<b>Agency</b>	<b>Grant Amount</b>	<b>Purpose</b>
Bloomington Hospital Positive Link	\$2,360.00	To pay for transportation assistance, training materials and client services materials for the <i>Mpowerment</i> group support program.
Bloomington Housing Authority	\$5,600.00	To pay for the salary for the Neighborhood Nurse and supplies for the Neighborhood Nurse program.
El Centro Comunal Latino	\$11,000.00	To provide compensation for the Program Coordinator Position whose duties include supervising and directing three existing programs and implementing two new programs.
Community Kitchen of Monroe County, Inc.	\$29,800.00	To purchase and install a walk-in cooler and freezer for the 917 South Rogers facility.
Martha's House, Inc.	\$2,400.00	To pay for a commercial washer and dryer for the Emergency Shelter.
Middle Way House, Inc.	\$6,500.00	To pay for salaries, taxes, and benefits for House Manager and weekend staff for the Emergency Shelter.
Monroe County United Ministries, Inc.	\$28,080.00	To subsidize affordable childcare costs for working families residing in the City.
My Sister's Closet	\$2,500.00	To purchase equipment for resale store of women's workforce clothing and a display case to inform the public about the program.
Planned Parenthood of Indiana, Inc.	\$5,000.00	To pay for wellness exams for the <i>Friend to Friend Patient Pass</i> program which serves low-income women in the City of Bloomington.
Shalom Community Center, Inc.	\$5,450.00	To purchase and install a three-compartment deep well sink and convection oven for the Shalom Community Center currently located at 219 E. 4th Street.
South Central Community Action Program Head Start	\$5,000.00	To purchase and install additional surfacing material for the Arlington Park and Lindbergh Center playgrounds.
Stepping Stones	\$1,314.00	To purchase tutoring and back-to-school supplies for the Stepping Stones, Inc. <i>Tutoring</i> program.
Stone Belt Arc, Inc.	\$7,746.00	To renovate quadrant of manufacturing center for production of client-designed and manufactured fine art pieces.
Volunteers in Medicine of Monroe County	\$32,250.00	To purchase computer equipment, commercial grade multi-function printer, subscription to messaging system, and IT network and support for a new, community health care clinic for uninsured residents of Monroe and Owen counties.

SECTION 2. The Council approves the funding agreements for these allocations, copies of which are kept in the Council Office and HAND department files, and directs the Office of the Controller to issue checks in the ordinary course of business to the agency once the staff of the Housing and Neighborhood Development Department submit a copy of the signed agreement and the appropriate purchase orders.

SECTION 3. The Council further authorizes the Chair of the Social Services Funding Committee to resolve any questions regarding the implementation of the funding agreements.

SECTION 4. The Council also approves the Report of this Standing Committee of the Common Council, which is comprised of the relevant portions of the packet memo and the related packet materials.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
DAVE ROLLO, President  
Bloomington Common Council

SIGNED and APPROVED by me upon this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
MARK KRUZAN, Mayor  
City of Bloomington

ATTEST:

\_\_\_\_\_  
REGINA MOORE, Clerk  
City of Bloomington

#### SYNOPSIS

This resolution brings forward the recommendations of the Jack Hopkins Social Services Funding Program Committee. The principal task of the Committee is to recommend funding for local social services agencies which offer proposals consistent with program criteria. Over the last 14 years (1993 – 2006), the City has expended in excess of \$1 million dollars to local social services programs and, in 2007, decided to increase the annual amount of funds from \$135,000 to \$145,000. The resolution allocates the social services funds to 14 agency programs, approves the funding agreements with these agencies, accepts the report of the Committee, and authorizes the chair of the Committee to resolve any questions regarding the interpretation of the agreements.

# Memo

To: Common Council  
From: Marilyn Patterson  
Date: February 22, 2008  
Re: 2007 Jack Hopkins Social Service Grants

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## Bloomington Hospital Positive Link:



Positive Link staff had the opportunity to be trained in how to facilitate the Mpowerment group support programs for their Positive Link clients. In addition to learning how to facilitate the program, they were able to learn from agencies that have already begun the program, what challenges they may face and how to overcome these challenges. The training program covered the guiding principles of the program, the process design and the fundamental components. Bloomington Hospital Positive Link is now moving forward to implement this program for our community.

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## Bloomington Housing Authority:

Elizabeth McGlothlin was hired as the Neighborhood Nurse in June 2007. JHSSF were used to pay for her salary and medical supplies for residents of the BHA. The program has served fifty (50) patients since June by offering such services as medication management and blood pressure and diabetes screenings. The BHA has been able to secure funds to continue the program through the end of 2007 and continues to work to secure funding for the program for 2008.



## Community Kitchen:



Funding from the Jack Hopkins grant enabled the Community Kitchen to be able to expand the dock (for use as a cooler base) and purchase a new walk-in cooler/freezer. This new cooler/freezer unit has more than twice the space than our previous unit. Because of this acquisition, they have already been able to accept and utilize more cooler and freezer product from the Hoosier Hills Food Bank. This has allowed them to have more meal-share product on hand for carry-outs and obtain pallets of juice for our children's programs at a drastically reduced rate. These

acquisitions and financial savings would not have been possible with their previous cooler space.

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## El Centro Comunal Latino

As of the date of this memo these funds remain unclaimed.

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## Martha's House:

On July 7, 2007, with the funds from the JHSSF, Martha's House was able to purchase a Kenmore Elite Super Capacity Electric Dryer and dryer kit, and Kenmore Elite King Size Capacity Plus Washer with a three year warranty. The stackable appliances feature SmartHeat and Energy Star Sanitary Cycle using 71% less energy and water.

Martha's House, Inc. is a 28 bed emergency shelter for homeless men and women serving approximately 300 unduplicated individuals yearly. The commercial grade appliances reduce the spread of bacteria and germs; minimize the costs of operating an onsite laundry facility; maximize space; and satisfy the high volume, daily laundry needs of its residents.



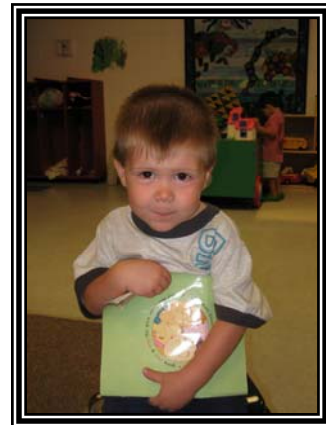
## Middle Way House:



Jack Hopkins funds helped the MWH to supplement their Emergency Shelter staff salaries and benefits. These funds allowed MWH to continue with their mission of responding to requests for emergency assistance over the phone and at the scene 24 hours a day, 365 days a year to facilitate rescue of individuals and families in immediate danger and support other victims of domestic violence as they work to free themselves from abusive relationships

## Monroe County United Ministries:

The Jack Hopkins Funds were instrumental in a successful summer program at MCUM. The Preschool and Summer Camp served 122 kids over the summer, 42 of which were city residents. Of those, all but three met the same income criteria they use for CDBG. Without Jack Hopkins Funds MCUM could not have served these children, particularly in light of the loss of \$22,400 in NAP funding. The Jack Hopkins Funds enabled MCUM to keep the Puffin classroom open until at least February 2008.



## My Sisters Closet:



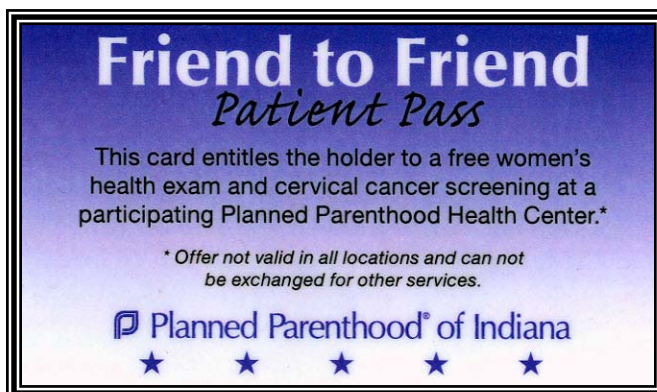
My Sister's Closet was able to purchase a variety of supplies for their retail store, including a Casio cash register, clothing racks with wire top shelves for additional display space, track lighting, a neon "Open" sign, organizer racks for stacking hangars, and size divider signs with the grant from the JHSSF. In addition, they were also able to purchase a large display board for use in setting up booths at community events. This grant allowed them to significantly improve the organization and efficiency of the retail store, and has helped them more

effectively display information about My Sister's Closet to the public.



## Planned Parenthood of Indiana, Inc.

The grant that Planned Parenthood received from the JHSSF was spent to implement the 'Friend to Friend Patient Pass' pilot program. This program allows the local health center to extend their reach within the Bloomington community to women who would otherwise go without basic reproductive healthcare. Planned Parenthood utilized a 'pay it forward' approach and to that end 'partnered' with several other local social service providers to promote and disseminate the 100 passes to women in need. As a result of the grant from the JHSSF, the passes have distributed and are now being returned to Planned Parenthood by women who previously did not have reproductive healthcare.




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## Shalom Community Center, Inc:



The Shalom Community Center has significantly enhanced the agency's ability to operate its hunger relief program. The JHSSF were used to purchase a three compartment sink and a new convection oven for the Center. These purchases were necessary to bring the program into full compliance with health code regulations and greatly increased the programs cooking capacity.

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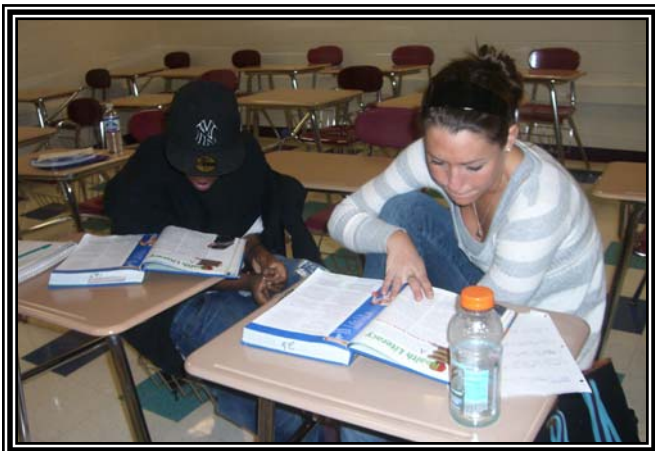
## South Central Community Action Program Head Start:

Head Start now has safer playing areas at their Lindbergh and Arlington Park Head Start sites! The rubber tire mulch increased the "fall zone" on these playgrounds to comply with the new standards. Using some in-kind and operating funds we were able to capitalize on a partially full trailer truck and obtain 6 additional tons for our site in the Walnut Woods Community Building (owned by the Bloomington Housing Authority.) The mulch was dumped at the locations and moved onto the playgrounds with the help of community restitution workers. The



children loved running over and through the wheel barrel loads of mulch dumped all over the playground eliminating the need to rake it smooth!

### Stepping Stones:



Stepping Stones used the Jack Hopkins funds to pay for supplies and tutoring for their residents. The education program included a “back to school” workshop which included students from Indiana University’s Diversity Education Program sharing stories of overcoming difficulties in order to attend college. The tutoring program is on-going and meets twice a week and Stepping Stones has also started an education group with community volunteers to help guide

staff and residents in academic pursuits.

### Stone Belt Arc, Inc:



Stone Belt utilized the Jack Hopkins grant to create a new art studio for production of its Art & Craft line. Two adjoining office/classroom spaces were reconfigured into one large studio area. Lighting was updated, and a sink, counter top and cabinet area were installed. Supply bins, a drying rack, and fully accessible furniture were purchased. The art studio has enabled individuals with disabilities to share their talents, earn competitive wages, and educate the community.

### Volunteers in Medicine of Monroe County



Jack Hopkins funding allowed VIM to purchase clinical messaging software which will allow them to accept electronic versions of ancillary service results, such as labs and x-rays, which enables updated computer systems for use at the clinic by our volunteers and staff. This software will assure that a patient’s information is readily accessible to the patient’s healthcare provider, no matter where they may go to seek medical services. This software coupled with their updated secure network enables VIM to provide excellent medical service to their patients.

**Request for Modification and Extension of Funding  
Agreement**

**El Centro Comunal Latino**  
*(See Separate Packet)*

**Last Year's Evaluation of the Program**  
**Summary of Last Year's Program-Debriefing**  
**Summary of Applicant Responses to Last Year's Survey**

**Common Council  
Jack Hopkins Social Services Funding Committee  
06 June 2007, 6:00 pm  
Council Library  
401 N. Morton**

**Memorandum**

*In attendance:* Committee: Hans Huffman, Tim Mayer, Andy Ruff, and Susan Sandberg. [Absent: Mike Diekhoff, Dr. Anthony Pizzo and David Sabbagh]. Staff: Marilyn Patterson (HAND), Dan Sherman (Council Office) and Stacy Jane Rhoads (Council Office) .

**I. Prologue**

Chair Mayer opened the meeting and stated that the focus of this meeting is to wrap up the 2007 Jack Hopkins Social Services Funding Program (JHSSF), reviewing what worked well and warrants improvement.

Ruff reflected that he thought the process went especially well this year, although he is unsure why. Was it a reflection of something the Committee did, the applicants or both?

**II. Process**

Mayer stated that agencies seeking money this year understood the process a little better. A lot of self-selection happened and fewer agencies submitted proposals. The addition of the Pre-Allocation Meeting also helped make the Allocation Hearing a lot smoother.

Sandberg offered that she could not imagine not having a Pre-Allocation Meeting.

**First Review of Applications**

Ruff communicated that he heard directly from agencies cut from consideration after the Committee's first review of applications, who felt that they were cut prematurely. Ruff inquired if the Committee should not cut agencies so early.

Rhoads reminded the Committee that in 2005, the Committee decided not to cut any agencies early on in the process and decided to let all agencies make a presentation in the interest of providing agencies a forum to broadcast need. Respondents to the 2005 survey overwhelmingly stated that the presentations were not a forum for broadcasting need and that a televised presentation wherein their proposal bore little or no change of being funded actually stood to harm the mission of the agency.

Sandberg wondered whether a presentation might elicit key facts or points of clarification that might not be elicited otherwise.

Huffman stated that the applications that were cut early in the process were proposals that did not fit well within the mission of the JHSSF program.

Sherman stated that the standards used to judge which applications not to hear tend to pivot around: 1.) the application clearly does not fit the criteria; and/or 2.) the project is a low priority of the committee. He asked if these were valid standards or if the Committee can think of others.

Patterson offered that duplication of services seemed to be a factor. Sandberg stated that duplication may not be a bad thing: people in need can use all the resources they can get.

This year, the Committee made three cuts at its first meeting – PALS, the Caldwell Center and Step Ahead, all of whose projects were clearly ill-suited to JHSSF program.

Ruff pointed out that the Committee should make it clear to applicants in the solicitation material that some will be cut early in the process. He heard some grumblings that it was not fair of the Committee to cut some so early on. He thinks it is fair, but that the Committee should just make this clear up front.

Mayer echoed that Ruff's point is a good one: if we notify applicants in the solicitation material we: 1) put people on notice; 2) encourage people to write a better application.

Huffman emphasized that it is useful to devise questions for agencies during the Committee's first review of applications. Most agencies addressed the questions in their presentations.

### **III. Criteria**

Sherman asked the Committee to reflect on criteria. Should the Committee revise its criteria?

Ruff relayed that it is his impression that the Committee is seeing more and more requests for operational funds. Sherman confirmed that the Committee is seeing more requests for both bridge funding and funding for operational funds for unforeseen circumstances.

Ruff also stated that he heard from applicants that the Committee did not emphasize that it is flexible in funding operational costs; heard that requests for operational costs are discouraged. If the Committee is going to provide operational funds, it should make it clear in its solicitation letter.

Sherman pointed out that the policy of the Committee is to provide one-time funding except for 1) pilot and 2) bridge programs.

Huffman stated that this begs the question of where the bridge is going to which Sherman responded that the application requires the agency to state its plan for future funding.

Huffman asked if all criteria are ranked equally. He understood it to be a hierarchy beginning with basic needs.

Sandberg and Mayer stated that the criteria seem to work well and should not be changed.

As an addendum, Sherman stated that Council staff spent more time working with applicants this year.

#### **IV. Rating**

Sherman pointed out that sometimes there appears to be a disconnect between ranking and funding. Some who ranked lower got funding while the higher rankings did not get funding. Mayer responded that in some circumstances, the lower-ranking agency could make their project work while the higher-ranking could not. In the 2007 case, the higher-ranking agency (Boys and Girls Club) stated that he could make the program work without JHSSF funding. In that case, the decision was a pragmatic one informed by the BGC's aforementioned statement and the fact that BGC was also getting help from the City's Utilities department and from Riddle Point Rowing.

Ruff pointed out that all Committee members should offer a dollar amount on the rating sheets.

Ruff also encouraged Committee members to use .5 gradations as a more refined method of ranking.

#### **V. Timeline**

Sherman reviewed the solicitation, deliberation and allocation timeline and asked for feedback.

Mayer stated that the JHSSF funding schedule appears to be a good one as it is prior to the budget, but after CDBG.

Sandberg requested that the Committee coordinate its process with that of the Community Foundation.

Sherman also asked if one week's time was sufficient to review the 20 applications submitted this year. Mayer stated that one week was fine, given the number of applications, but if the Committee had more applications to review, it might need more time to do so.

#### **VI. Survey**

Ruff suggests the Committee include a question about the minimum request. Are there agencies who feel like the administrative burden outweighs the benefit?

Huffman stated that the Committee does not want to encourage agencies to ask for more than they need, but that it might be inefficient to distribute many small grants.

Mayer pointed out that one need only look to the example of Mother Hubbard's Cupboard for the potential value of a small grant. The Committee granted the Cupboard less than \$1K in 2004 to incorporate and they are already distributing more than 40% of Hoosier Hills Food Bank's food.

Patterson further pointed out that this year, Stepping Stones was thrilled to receive a small grant and last year, a small grant also greatly helped the Teachers' Warehouse.

Ruff suggested that the first survey asking if the agency received funding in 2007, be moved to the end of the survey.

**VII. Miscellaneous**

- Mayer requested that cells of the rating sheet be formatted so that they calculate.
- Re: Agency Presentations, Ruff stated that he thinks the timer is too noisy and disruptive. It would be better to have staff time it, so Committee members are freed up to fully engage in the process.

**VIII. Committee Appointments**

Sandberg moved to maintain CDBG and CFR appointments. Mayer seconded. 4 ayes.

**IX. Approval of Memoranda**

The Committee also unanimously voted to delegate the approval of *Memoranda* from the following meetings to Chair Mayer: 01 March, 2007; 24 April 2007; 03 May 2007; 15 May 2007; 21 May 2007. The Committee will have until 15 June 2007 to notify Tim of any changes to the aforementioned *Memoranda*.

The Committee voted unanimously for approval of the *Memorandum* for this meeting – 06 June 2007 – by next year's Committee.

**X. 2007 Jack Hopkins Social Services Funding Committee Report**

Sherman reminded the Committee that he will need a majority of the Committee to sign the Report to the Council by 20 June 2007.

**XI. Adjournment**

The Committee adjourned at 7:09 p.m.



2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
1. Your agency sought funds for: Salaries or operational expenses, Equipment, Capital Improvement	Salaries or operational expenses	Equipment	Capital improvements	Equipment	Equipment	Salaries, Equipment, Capital improvements	Equipment	Salaries, Equipment, Capital improvements	Equipment
2. These criteria provide clear guidance for drafting your application.	Agree	Strongly agree	Agree	Strongly agree	Agree	Strongly agree	Strongly agree	Agree	Agree
3. The Committee's one-time funding requirement helps your agency carry out its mission.	Agree	Agree	Agree	Strongly agree	Agree	Strongly agree	Strongly agree	Agree	Agree
4. Please comment on the criteria and/or the Committee's application of the criteria.	The purpose and intent of the grant is clear and concise. The application itself is not cumbersome and the purposes for which the funds are intended very straightforward.		I am assuming that the committee meets annually to discuss the interpretation of the criteria. If there are no examples or guidelines, different people will interpret the criteria in varied ways. The goal should be consensus and then consistency.	The criteria are fine, I think. The only problem I have with the criteria is that these are not always applied equally. Agencies have sometimes been funded several years in a row for the same thing, ex. Crises that don't seem to end, bridge funding for several years, etc. I think/hope that's already getting better.	I think the one-time nature of the grant is a challenge for many social service agencies as we all have the greatest need for Operations funding. However, I also recognize that agencies should not ever find one source to become dependent upon for Operations funding. This program has consistently provided a huge service to the community and the Committee seems to be diligent about its application.	I think the criteria are fine. I think the Committee's application of the criteria has been inconsistent. At the beginning, the idea was to have a significant impact. The committee granted large awards. All of the money went to one project – or it was divided, in fairly large chunks, between two big projects. What has happened over the years is that specific funding categories (salaries for program staff, capital investment) have shifted - and in such a way as to make the decisions appear arbitrary or based on some member's preference/interest in a particular agency. Also, the committee seems to have taken the tack of filling funding gaps. I don't necessarily have an objection to this approach, but I think the committee needs to be straightforward about it. I think the committee also should be considering the burden on the administering staff. When the committee decides to send everyone home with something, the staff has to monitor every one of those grants. (I also believe			I think Jack Hopkins fills a need for some smaller, but needed projects that play a role in meeting the overall mission. It is probably a stretch at times to see this as a broad and long lasting community benefit.

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
						that if an agency cannot find \$2,000 to fund a basic, routine service inherent in its mission, something is seriously wrong.) So long as I am expressing opinions, I might as well add that agencies make decisions about the use of their resources. There are social service agency directors, and other agency personnel, who earn more than the Mayor. I really do think this sort of thing should be taken into account – particularly when an agency is asking for money to support operations.			
5. This July-December reimbursement time frame serves your agency's needs.	Not sure	Agree	Agree	Agree	Agree	Not sure	Strongly agree	Agree	Strongly agree
5b. If the current time frame for submitting application and/or receiving reimbursement does not meet your needs, please explain.	If you are seeking funds for an item i.e. refrigerator etc. then the time frame is great. If however, you are requesting funds for a service that my cover a longer period of time you have to be a little more creative in your strategy for expending funds timely.					With respect to reimbursement schedules: I think it depends upon what is being funded and what the other sources of support are. If you fund agency salaries that have state or federal funds in them, getting those dollars spent as quickly as possible (because state gov't sources have been known to take back money if at least half of it hasn't been spent by mid-year) might mean you want to hold onto the Hopkins money until the second half of the fiscal year. If you fund a big capital project, it's possible that a construction delay – or spend-down requirements of other sources, might delay use of the Hopkins funds.			It really is a good time, it seems like this does not conflict with other grant due dates that are often on the quarter.
6. The reimbursement requirement does not impede the agency's mission.	Agree	Agree	Agree	Agree	Agree	Not sure	Agree	Agree	Agree

## 2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
<b>7. Comments?</b>	The reimbursement requirement did not impede our agency's mission.	If anything, the reimbursement requirement expedites getting the work done in a more timely manner.			I would not say that the reimbursement requirement "impedes" the mission. However, it was difficult for my agency to have enough funds not already earmarked for basic Operations to use for the equipment.	More and more funders are requiring proof of expenditure before forwarding funds. If the amount is large, this can be a problem. If your funding in small amounts, this should not be a problem.			I think it is important for agencies to have the needed operating funds, but do think for some it could cause a hardship. In emergencies it would be helpful if a certain percent could be released up front to provide a down payment.
<b>8. I leaned about this funding program via: Solicitation letter from the Council Office, E-mail as a member agency of United Way, Non-profit Alliance Newsletter, The Herald Times or other news media; and/or, Other. Please Specify:</b>	The Herald Times or other news media; Other. Please Specify: I would prefer to hear about the grant via e mail	E-mail as a member agency of the United Way	Solicitation letter from the Council Office, E-mail as a member agency of United Way, Non-profit Alliance Newsletter, The Herald Times or other news media	Other: can't remember	Other: my predecessor	Solicitation letter from the Council Office, E-mail as a member agency of United Way	Solicitation letter from the Council Office, Herald-Times or other news media	Solicitation letter from the Council Office, E-mail as a member agency of United Way	Solicitation letter from the Council Office, E-mail as a member agency of United Way, Non-profit alliance newsletter
<b>9. The application procedure is simple and convenient.</b>	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree
<b>10. Did your agency attend the technical assistance meeting?</b>	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
10b. If you did attend, please comment on the usefulness of this assistance meeting and offer any suggestions .				It's useful for the first year or two. After that, unless the application or process changes, not so useful.	I find this meeting to be very useful. I think it was straight-forward, practical, and thorough. I always appreciate that any potential applicants have the opportunity to ask specific questions and obtain feedback. The meeting was designed for all learning styles. Specifically, there were examples of past proposals to review, verbal instructions/guidance, a printed timeline that was reviewed, etc.	The meetings have been handled very professionally by the HAND staff.			The staff of Jack Hopkins has been very helpful with the whole process from application to payment. Since I have applied more than once, it does seem like some of the questions are redundant, but the staff are always patient and courteous. I think the TA meeting is useful these can always be a new focus of the committee and this is very important to the applicants. The staff give good tips about the entire process.
11. Any suggestions for improving the application procedure?	I feel the application procedure has been well thought out.				Nothing not already mentioned	I just think the Committee should decide what it's funding and stick with it. We have had no difficulty responding to the requirements as they are stated.			
12. Every year, the demand for JHSSF exceeds the supply by 2 or 3 fold. Every year, the Committee is faced with the wisdom of fully funding a few agencies or partially funding more. In your opinion, partially funding many requests is more prudent than fully funding a handful, provided that the partially-funded agencies are still able to implement their proposed program with partial funds.	Disagree	Agree	Agree	Disagree	Strongly agree	Strongly disagree	Strongly agree	Strongly agree	Strongly agree

## 2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
<b>13. This year agencies were given five minutes to explain their proposal and answer questions raised in advance by the Committee. Five minutes gave you enough time to explain your proposal and answer those questions.</b>	Disagree	Disagree	Agree	Agree	Strongly agree	Agree	Agree	Agree	Strongly agree
<b>14. The Committee treated agencies in a fair and even-handed manner.</b>	Strongly agree	Agree	Agree	Agree	Agree	Agree	Strongly agree	Agree	Strongly agree
<b>14b. If you feel that the Committee did not treat agencies fairly, please explain.</b>			Please be mindful of the efforts of agencies that could be going through transitions. Discussing embarrassing or negative incidents/occurrences of the past can be detrimental to an agency's future as well as publicly humiliating for the persons who were once a part of the past.			I think there have been serious problems in the past with respect to fairness. However, last year's process appeared fair.			I think the committee was quite upfront about their priorities and the reasons for it. Since the committee has read the application it is the job of the presenter to elaborate on key points of the proposal. On question 15, the committee offers a positive environment but I am not sure that 5 minutes allow enough time to promote your mission and focus on the specifics of the project.
<b>15. The proceedings provided a positive environment for agencies to promote their mission.</b>	Agree	Not sure	Not sure	Strongly agree	Agree	Agree	Strongly agree	Agree	Agree

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
16. The rating scheme of 0-5 used by the Committee was clear, consistent and equitable.	Agree	Agree	Agree	Strongly agree	Agree	Not sure	Agree	Agree	Disagree
17. The funding process used by the Committee at the Allocation Hearing was clear, consistent and equitable.	Agree	Agree	Agree	Strongly agree	Agree	Agree	Agree	Agree	Agree
18. Did your agency receive 2007 Social Services Funding?	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
18b. If "yes" did your agency receive the full amount it requested or a portion of the request?	Partial	Full		Full	Partial	Partial	Partial	Full	Full
18c. If you received partial funding, the amount you received will be sufficient to implement the project you proposed in you application.	Agree				Strongly agree	Agree	Agree		Strongly agree

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
19. Please comment on the deliberation.	I believe having a cap on the amount of funding any organization can request would be one way to encourage organizations to find additional funding elsewhere either through their own budgets or other funding sources and would allow for the funding of several applications.				I appreciate the amount of time and effort the Committee puts into the decision-making process. I do not envy them!	The deliberations we can see appeared thoughtful and even-handed. I'm not sure about the 0-5 ratings. Did that happen in full view or before the meeting?			We are not privy to the deliberations so I can not comment on them. I believe that it is a difficult task to decide who gets money and who does not. It is part of the responsibility of the agency to make the strongest case for their project to help the committee sort it all out.
20. Please offer any other comments or suggestions.	I am very pleased with the application process and the believe the programs/equipment funded have been worthwhile for the residents of Bloomington.		I appreciate the efforts of the committee. The task is difficult in so many ways.			My own view is that the Committee should go back to funding special projects and investing heavily in them. Because the Committee has strayed so far from the original intent, if you choose to return to the practice of the first few years, it will have to make that very clear. If it is made clear, and \$ minimums are significant, the number of applications should fall, making the committee's job easier – as well as the job of the staff. There are grant opportunities available to agencies for service provision that do not depend on local dollars. This is especially true for some of the small amounts the Committee has been doling out.			Although it would add more work for the committee members, it would be helpful to get feedback on the proposal. Possibly knowing what hit the mark and what didn't will help agencies as they seek other funds.

**Criteria**  
**Letter Outlining Criteria**  
**Elaboration of Policies and Criteria**





**Office of the Common Council**

16 February, 1993

To: Council Members

From: Jack Hopkins

Subject: Social Services Funding

Most of us have discussed the question of social services funding, either in the Social Services Committee (which has met twice) or individually. I would like to summarize the discussions of the committee so far, in order that we may act soon to take final action on the matter.

The committee reached a consensus on the following criteria to be used for choosing appropriate programs for funding in the 1993 budget year:

1. The focus should be on previously identified priority areas.
2. Programs or projects should be such that a one-time investment will make a substantial difference.
3. Priority should be given to projects or programs where investments now will have a positive long-term spillover effect (such as reduced susceptibility to other diseases, decreased absences from school, reducing lost time for sick child care, etc.)
4. Capital should be leveraged wherever possible by watching from other sources.

The Social Services committee concluded that the Community Health Program meets all these criteria. Appropriation of the available 1993 social services funds for the Public Health Nursing Association would enable the PHNA to carry out a drive for complete immunization of all children in Bloomington and Monroe County and enable the consolidation of three separate locations into one building, which would save substantial funds in the process. The possibility of leveraging the investment through Community Foundation's Lilly Endowment grant is being pursued. In addition, a substantial additional appropriation from Monroe County makes the Bloomington investment particularly timely and effective.

I would appreciate your comments before any final action is taken to introduce an appropriation ordinance for this purpose.



**City of Bloomington  
Office of the Common Council**

**Jack Hopkins Social Services Funding Program**

**Elaboration of the  
Three Criteria for Evaluating and Awarding Grants  
And  
Other Policies**

Elaboration of Three Funding Criteria

In 1993 Jack Hopkins wrote a letter to the Committee outlining a set of criteria for the use of these social services funds. Aside from referring to a more recent community-wide survey, those criteria have served as the basis for allocating the funds ever since. The following is an elaboration of that policy approved by the Committee.

- 1. The program should address a previously identified priority for social services funds (as indicated in the *Service Community Assessment of Needs (SCAN)*, the *City of Bloomington Housing and Neighborhood Development Department's 2005-2010 Consolidated Plan* or any other community-wide survey of social service needs);**

**“priority for social services funds”**

*The Common Council has used these funds for programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.*

*City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, social services funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).*

*Low income - Programs primarily serving low-income populations are given a high priority.*

*Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) will be given a high priority.*

**2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and**

**a. “one-time Investment”**

*This restriction is intended to encourage innovative projects and to allow the funds to address changing circumstances. For those reasons, it discourages agencies from relying on these funds from year to year and from using these funds to cover on-going costs, particularly those relating to personnel.*

*Operational Costs*

*Such costs are not generally considered a “one time investment,” but will be eligible for funding in two circumstances: first, when an agency is proposing a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source; or second, when an agency demonstrates that an existing program has suffered a significant loss of funding and requires “bridge” funds in order to continue for the current year.*

*Renovation versus Maintenance*

*Costs associated with the renovation of a facility are an appropriate use of these funds, while the costs associated with the maintenance of a facility are considered part of the operational costs of the program and, when eligible, will be given low priority. When distinguishing between these two concepts the Committee will consider such factors as whether this use of funds will result in an expansion of services or whether the need was the result unforeseen circumstances.*

*Conferences and Travel*

*Costs associated with travel or attending a conference will generally be considered as an operating cost which, when eligible, will be given low priority.*

*Computer Equipment*

*Generally the costs associated with the purchase, installation, and maintenance of personal computers and related equipment will be considered an operational cost and, when eligible, be given low priority. However, the costs associated with system-wide improvements for information and communication technologies, or for specialized equipment may be considered a one-time investment.*

**b. “through matching funds or other fiscal leveraging, make a significant contribution to the program”**

*In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means.*

*Applications from City Agencies and Other Property Tax Based Entities*

*Over the years the Council has not funded applications submitted by city departments. This appears to be based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit city resources at their disposal. And, while never clearly stating they were ineligible, the Council has also not generally funded applications from agencies whose primary revenues derive from property taxes.*

3. This investment in the program should lead to broad and long lasting benefits to the community.

**“broad and long lasting benefits to the community”**

*Again, in the words of Jack Hopkins, “priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) ..., etc).*

*Funding of Events and Celebrations Discouraged*

*Historically the Council has not funded applications that promote or implement events or celebrations. It appears that this is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required by this third criterion.*

## Other Policies and the Reasons for Them

### **Agency acting as fiscal agent must have 501(c) (3) status**

The agency which acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations: 1) with boards who are legally accountable for implementing the funding agreements; and 2) with the capability of raising matching funds which is an indicator of the long-term viability of the agency.

### **One application per agency**

Each agency is limited to one application. This policy is intended to: 1) spread these funds among more agencies; 2) assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. Given the benefits flowing from cooperative efforts among agencies, applications that are the product of the efforts of more than one agency will be attributed only to the agency acting as the fiscal agent.

### **\$1,000 Minimum Dollar Amount for Request**

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

### **Funding Agreement – Reimbursement of Funds –Expenditure Before End-of-the-Year**

The Housing and Neighborhood Development (HAND) Department has been monitoring the funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

And, in order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grants were awarded, unless specifically approved in the funding agreement. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

**Solicitation Materials**  
**Draft Solicitation Letter and Information Sheet**



## City of Bloomington Office of the Common Council

**To:** Directors of Social Services Programs Serving City Residents  
**From:** XXXX, Chair of the Jack Hopkins Social Services Funding Committee,  
Bloomington Common Council  
**Re:** Invitation to Apply for Social Services Funding  
**Date:** March 3, 2008

The City of Bloomington Common Council's Jack Hopkins Social Services Funding (JHSSF) Committee is accepting applications for use of \$165,000 in social services funds. This figure includes an added \$20,000 dedicated by the Mayor and Common Council for the 2008 fiscal year. Since 1993, the Committee has granted over \$1.3 million to agencies who serve our community's most vulnerable residents. In the past, the Committee has funded initiatives such as: construction of a public health facility, fixing a collapsed foundation for a recovery program, purchasing equipment for a food bank, and buying materials for a teen parenting project.

The Committee is composed of five members of the Common Council and two members representing City entities. This year, the Council representatives are: Isabel Piedmont, Tim Mayer, Andy Ruff, Susan Sandberg and Mike Satterfield. Dr. Anthony Pizzo of the Community Development Block Grant Citizen Advisory Committee for Social Services and Hans Huffman of the Community and Family Resource Commission complete the Committee.

The JHSSF program allocates funds based on the criteria described below. Any proposal must satisfy these criteria to be considered for funding. To be eligible, a program must:

- **Address a previously-identified priority for social services funding** (as indicated in the *Service Community Assessment of Needs (SCAN)*<sup>1</sup>, City of Bloomington, Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan*<sup>2</sup> or any other community-wide survey of social service needs).  
Such priorities include funds for basic services (food, shelter or healthcare) or other services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability or are otherwise disadvantaged; and
- **Ask for JHSSF funds as a one-time investment in a social service initiative**  
This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. Therefore, an agency should not rely on JHSSF from year-to-year to fund on-going costs (e.g., personnel); and
- **Leverage matching funds or other fiscal mechanisms** (e.g., in-kind contributions, collaborative partnerships, etc.) to maximize JHSSF dollars; and
- **Make a broad and long-lasting contribution to our community**  
As co-founder of the JHSSF program, Jack Hopkins put it: "[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.). Historically, this criterion has excluded funding events or celebrations.

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<sup>1</sup> <http://www.bloomington.in.us/~scan/>

<sup>2</sup> [http://www.bloomington.in.gov/hand/block\\_grants/con\\_plan\\_final.pdf](http://www.bloomington.in.gov/hand/block_grants/con_plan_final.pdf)

**Additionally, any application must also meet the following requirements:**

- The program for which funding is sought **must primarily benefit City residents**; and
- The application must request a **minimum of \$1,000** for JHSSF; and
- The applicant must be a **501(c)(3)** (or be sponsored by one). In the event the applicant is not a 501(c)(3) but is sponsored by one, the sponsoring agency must provide a letter acknowledging its fiscal relationship to applicant. (Know that the Committee may request further information about this relationship); and
- **One application per agency**. The Committee encourages cooperative efforts among agencies; however, know that these cooperative applications will be attributed to the lead agency, serving as fiscal agent.

**How to apply**

If your agency wishes to apply for these funds, please submit the following:

- A **two-page statement** describing the mission of the agency and indicating how much money is being requested, what it would be used for, and how this request meets the above three criteria; and
- The attached **information sheets**; and
- A **simple program budget** detailing the use of these funds (please check your math); and
- A **year-end financial statement**, providing both fund balances and total revenue & expenditures; and
- Signed, **written estimates** should accompany all requests **for the funding of capital improvements**.

**APPLICATION DEADLINE**

All applications must be received by the Council Office (401 N. Morton, Ste. 110)  
by  
**MONDAY, APRIL 7, 2008 -- 4:00 PM**

*No late applications accepted.*

**Living Wage Requirements:**

Beginning in 2008, some not-for-profit agencies receiving Jack Hopkins Funds will be required to begin the phase-in period of their living wage obligation as defined in the City's *Bloomington Municipal Code* §2.28. An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

- 1) the agency has at least **15 employees**; *and*
- 2) the agency **receives \$25,000 or more** in assistance from the City **in the same calendar year**; *and*
- 3) at least \$25,000 of the funds received are for the **operation of a social services program**, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City. During this two-year period, the agency must take steps to reduce the gap between its wages and the living wage by fifteen percent in the first year, and by thirty-five percent in the second year. For 2008, the living wage is \$10.71 per hour. Please visit [A Non-Profit's Guide to the Living Wage](#) on the JHSSF Committee's website for more information.



### **Helpful Hints**

- Consider attending the Voluntary Technical Assistance Meeting on Thursday, March 27, 2008 at 4:00 p.m.; and
- Read the enclosed 2008 JHSSF Schedule for notable dates such as when applicants will be asked to present their applications to the Committee; and
- Be prepared to enter into a Funding Agreement by June 2, 2008 if recommended for funding; and
- Plan to spend the funds and seek reimbursements in 2008 unless you specifically request more time in the Funding Agreement; and
- Learn more about the Committee's funding criteria by reading the *Elaboration of Criteria and Funding Statement* found at: [www.bloomington.in.gov/council/funding.php](http://www.bloomington.in.gov/council/funding.php)

## **2008 JACK HOPKINS SOCIAL SERVICE FUNDING PROGRAM SCHEDULE**

### **WHAT**

### **WHEN & WHERE**

Request for Applications Issued

Monday, March 3, 2008

Technical Assistance Meeting for Applicants

Thursday, March 27, 2008 -- 4 PM, McCloskey Room

### **Application Deadline**

**Monday, April 7, 2008 by 4 PM in Council Office**

Initial Review and Elimination of Some Applications

Monday, April 29, 2008 – 5 PM, Hooker Room

Invited Agencies Present before the Committee \*

Thursday, May 8, 2008 – 5 PM, Council Chambers

Committee Discusses Funding Recommendations  
at Pre-Allocation Meeting

Monday, May 19, 2008 – 5 PM, Council Library

Committee Recommends Allocation of Funds

Monday, May 22, 2008 – 4 PM, Council Chambers

Agencies to Confirm & Sign Funding Agreements

by Monday, June 2, 2008, Noon

Common Council Acts on the Recommendations

Wednesday, June 18, 2008, 7:30 PM

HAND Technical Assistance Meeting  
Regarding Claims & Reimbursements \*

Tuesday, June 24, 2008, 8:30 AM

\* Please note that these are the only two meetings agencies are required to attend; any other meetings listed above are ones in which agency attendance is optional.

**Assistance with Applications**

The application process is designed to be as simple as possible; however, should you have questions you may call Daniel Sherman or Stacy Jane Rhoads in the Council Office at 349-3409. Marilyn Patterson, Program Manager in the Housing and Neighborhood Development Department is also happy to help prepare applications; Marilyn can be reached at 349-3577. You may also contact any of the Committee members at 349-3409 or [council@bloomington.in.gov](mailto:council@bloomington.in.gov).

Thank you for all you do to make our community a better place.

Sincerely,

XXXX, Chair

2008 Jack Hopkins Social Services Funding Committee  
City of Bloomington Common Council

# Jack Hopkins Social Services Funding Application

## Program Funding Sheet

### **Lead Agency:**

Name \_\_\_\_\_

Is the Lead Agency a 501(c)(3)? ☐ Yes ☐ No

Address where Project will be facilitated or housed:

\_\_\_\_\_

Name of Project Administrator: \_\_\_\_\_

Address \_\_\_\_\_

Telephone & E-mail \_\_\_\_\_

Name of other participating agencies, if different from Lead Agency: \_\_\_\_\_

\_\_\_\_\_

### **Proposed Project:**

Title of Project: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Requested JHSSF Amount: \_\_\_\_\_

### **Other Funds Expected for Project:**

Amount	Source	Confirmed or Pending
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Number of Clients Served by this Project in 2008: \_\_\_\_\_

Number of City Residents Served by this Project in 2008: \_\_\_\_\_

Is this a request for operational costs? ☐ Yes ☐ No

If "yes," is the request for a pilot project or for bridge funding? ☐ Pilot ☐ Bridge

### **Funding Information:**

*Example:*

*Tables: 5 tables @ \$12.00 each*

*Chairs: 20 chairs @ \$8.00 each*

*Please note:* Due to limited funds, the Committee often recommends partial funding for a program. In the interest of helping the Committee best decide how to distribute funds, please provide an itemized list of program elements, ranked by priority and their costs.

ITEM

COST

_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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**Claim Submission**

☐ July 2008 – September 2008 ☐ October 2008 – December 2008

**Date:** (check one)

☐ Other Dates Needed - As Explained in Application

# Jack Hopkins Social Services Funding Application

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## Agency Contact Sheet

### **Lead Agency:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone & E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

President of Board of Directors: \_\_\_\_\_

### **Director Information**

Director of Lead Agency: \_\_\_\_\_

Director's Address: \_\_\_\_\_

Phone & E-Mail: \_\_\_\_\_

### **Presenter Information**

Name of Person to Present  
Application to the Committee \_\_\_\_\_

Address \_\_\_\_\_

Phone & E-mail \_\_\_\_\_

### **Grant Writer Information**

Name of Grant Writer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & E-Mail: \_\_\_\_\_

### **Please also include:**

- **The Agency's Mission Statement in Two-Page Application Narrative**
- **A Simple Program Budget for use of requested funds (please check your math)**
  - **A year-end financial statement that includes fund balances and total revenue & expenditures**

**First Review of Applications**  
**Cover Memo for Packet of Applications**  
**List of Applications**  
**Sample Summary of Application**  
**Agenda**

City of  
Bloomington  
Indiana

City Hall  
401 N. Morton St.  
Post Office Box 100  
Bloomington, Indiana 47402



Office of the Common Council

p: (812) 349-3409

f: (812) 349-3570

[council@bloomington.in.gov](mailto:council@bloomington.in.gov)

[www.bloomington.in.gov/council](http://www.bloomington.in.gov/council)

**To: Jack Hopkins Social Services Funding Committee**  
**From: Council Office**  
**Re: Packet of Social Service Funding Applications**  
**Date: April 18, 2007**

## **20 Applications for Jack Hopkins Social Services Funding**

Twenty agencies have submitted applications for 2007 Jack Hopkins Social Services Funding. This year we have \$145,000 available for grants and a total request of approximately \$246,525. This packet includes: 1) two tables – one listing requests in alpha order, the other organized by amount requested; 2) application summaries; and 3) applications with background materials. (*Some of the inessential materials are not included in the interest of space.*)

## **Meeting - Tuesday, April 24, 2007, 5:00 pm, McCloskey Room to Discuss Applications**

The Committee will meet on Tuesday, April 24, 2007 at 5:00 p.m. in the McCloskey Room to share impressions about the applications, decide which applications merit presentation, and raise questions for agencies to address on Thursday, May 3, 2007. At the meeting on the 24<sup>th</sup>, Committee members should be prepared to disclose any conflicts of interest (*see* below). This meeting would also be a good time to talk about how the Committee will approach the allocation of funds and any additional information it might need from agencies to make well-informed decisions regarding partial funding of requests.

## **Conflict of Interests**

Please be prepared to disclose any special relationships that you, your spouse, or dependents may have with any of the agencies seeking funds. The term “special relationship” is vague, but is intended to include those relationships that would give the appearance of impropriety if left undisclosed. In the past, members of the Committee have disclosed those relationships at the first meeting, declared their intent to participate fairly, objectively and in the public interest given this relationship, and have participated in the relevant votes. The Committee may adopt other restrictions on participation at this meeting. Please share your thoughts.

(Over)

**Schedule** (*Committee and Council Meetings are highlighted in bold*)

<u>Action or Meeting</u>	<u>Date, Time, and Place</u>
<b>Committee Initially Discusses and Eliminates Some Applications</b>	<b>Tuesday, April 24, 5:00 p.m. McCloskey Room</b>
<b>Committee Hears Presentations</b>	<b>Thursday, May 3, 2007, 5:00 p.m., Council Chambers</b>
<b>Committee Members Submit Rating of Applications</b>	<b>Wednesday, May 9, 2007, noon, Council Office</b>
<b>Committee Discusses Funding Recommendations at a Pre-Allocation Meeting</b>	<b>Tuesday, May 15, 2007, 4:30 p.m., Council Library</b>
<b>Committee Makes Funding Recommendations</b>	<b>Monday, May 21, 2007, 5:00 p.m., Council Chambers</b>
Agencies Complete the Funding Agreements	Monday, June 4, 2007, Council Office
<b>Committee Evaluates the Program</b>	<b>Wednesday, June 6, 2007, 6:00 p.m., Council Library</b>
Council Office Distributes the Council Packet	Friday, June 15, 2007
Common Council Action on the Recommendations	Wednesday, June 20, 2007, 7:30 p.m., Council Chambers
HAND Holds Technical Assistance Meeting	Tuesday, June 26, 2007, 8:30 a.m., McCloskey Room

# Index

Agency	Request	Page
1. Big Brothers Big Sisters of South Central Indiana, Inc.	\$5,215.00	1
2. Bloomington Hospital Positive Link	\$2,360.00	11
3. Bloomington Housing Authority	\$16,088.00	21
4. Boys and Girls Clubs of Bloomington	\$9,370.00	33
5. Caldwell Center for Culture and Ecology	\$10,000.00	45
6. El Centro Comunal Latino	\$20,000.00	53
7. Community Kitchen of Monroe County, Inc.	\$29,800.00	59
8. Martha's House, Inc.	\$3,014.00	71
9. Middle Way House, Inc.	\$10,000.00	83
10. Monroe County Step Ahead Council, Inc.	\$1,958.00	89
11. Monroe County United Ministries, Inc.	\$51,480.00	103
12. My Sister's Closet	\$4,247.23	113
13. New Leaf - New Life, Inc.	\$14,100.00	123
14. People and Animal Learning Services, Inc.	\$3,900.00	141
15. Planned Parenthood of Indiana, Inc.	\$5,300.00	151
16. Shalom Community Center, Inc.	\$5,450.00	161
17. South Central Community Action Program Head Start	\$8,124.00	171
18. Stepping Stones	\$1,313.80	181
19. Stone Belt Arc, Inc.	\$9,105.00	189
20. Volunteers in Medicine of Monroe County	\$35,700.00	207

**Total Amounts Requested**

**\$246,525.03**



### **Mission**

"Monroe County United Ministries is a nurturing organization serving working families and those in distress by assisting with emergency needs and subsidized childcare. We provide quality education and a safe place for children, basic needs assistance for the poor and community service opportunities." MCUM provides affordable childcare to preschool children ages 2-6 in a licensed and accredited center. Children are enrolled full-time and care is available year-round. The program requires that parents work or attend school and work, provides basic health services, encourages parental involvement in each child's education and development, presents workshops to build parenting skills and provides two meals and two snacks daily to enrolled children.

### **Project**

MCUM requests bridge funds to fully subsidize 11 City children in its Affordable Childcare program for 26 weeks. The agency writes that it has recently experienced a funding cut of approximately \$95,000 stemming from CDBG's denial of its application, resulting in the elimination of 11 children from the program. MCUM writes that CDBG's decision not to fund both reduces the amount of Neighborhood Assistance Tax Credit money MCUM can access, and United Way funding due to a change in allocation policy. MCUM is currently considering whether to eliminate the 11 slots through attrition or immediate elimination of the enrollees.

MCUM states that the loss of the 11 children threatens a \$100,000 State grant for the 1999 expansion of its childcare facility. Until late 2008, MCUM is operating under the State's funding restrictions, requiring enrollment to be at least 71 children, of which 51% must be Monroe County residents living outside City limits. Due to these restrictions, any children eliminated from the program due to funding shortfall will likely be City children. If MCUM loses all 11 threatened children, it would not be able to meet its enrollment requirement of 71. Failure to meet these requirements will mean MCUM will be required to return a portion of the grant.

During 2006, the Childcare Program cared for 136 preschool-aged children, 44% of whom were City residents. Currently, 42 of the 58 children on the waiting list are City residents. When the State's restrictions expire in 2008, MCUM will be able to move many Bloomington children into the program.

Caring for one child costs MCUM \$9,360/year (\$4,680 for 26 weeks) or \$180/week/child. On MCUM's sliding scale, families pay an average of \$45/week/child. MCUM requests full subsidization of 11 children and proposes to apply any income generated by parental sliding-scale contributions and thy reimbursement through the federal Free and Reduced Lunch Program toward the continued partial subsidy of these children beyond the grant period.

### **Criteria**

**Need.** HAND's *Consolidated Plan* cites childcare services as a high priority, explaining that "Reliable, quality, affordable child care is one of the greatest barriers to women obtaining and keeping a job, or furthering their education and was listed as the 5<sup>th</sup> highest priority by the Bloomington Housing Authority residents on their survey." (p. 122). According to the 2003 SCAN, 4,135 children in Monroe County lived in a family in which all their caregivers work and only 2,438 slots were available for children in licensed daycare facilities. In 2003, 1,248 children received government vouchers to cover the cost of the care; that number declined dramatically to 456 in 2005.

**One-Time Investment.** MCUM is adjusting its budget to accommodate the loss in CDBG funding by: considering closing a classroom to reduce overhead, evaluating the need to eliminate staff and determining if these 11 children can be eliminated through attrition rather than being ejected from the program.

**Fiscal Leveraging.** As mentioned above, the program requires some parental investment in the form of sliding scale payments. Funding these 11 children will allow MCUM to maintain compliance with its \$100,000 State grant and will eliminate the need for MCUM to return a portion of this funding.

**Broad & Long-Lasting Benefits.** MCUM recounts that quality, affordable childcare allows parents to work and prepares children for kindergarten. MCUM also states that children who participate in quality pre-K education are more likely to demonstrate greater cognitive achievement, better social adjustment, less-frequent grade repetition, and lower rates of crime as adolescents and adults.

**Evaluation.** MCUM's evaluation will include a summary of the results of its parent survey and an assessment of how well it is able to minimize the impacts of funding cuts on enrolled families.

### **Cost**

*Amount Requested – Ranked by Priority*

Full subsidies for 11 children  
@ \$4,680/ child @ 6 mos. \$51,480

<b>TOTAL AMOUNT REQUESTED</b>	<b>\$ 51,480</b>
-------------------------------	------------------

*TOTAL PROJECT COST* \$ 51,480

### **SSF Funding History**

1996	Denied	Facility Addition - Daycare	\$50,000
1997	Granted	Addition and renovation of child care facility	\$51,000
1998	Granted	Renovate existing building to meet new building code	\$9,925
1999	Granted	Equipment for food area	\$11,850
2001	Granted	To pay rent and utilities for city residents at risk of being dislocated	\$32,884
2003	Granted	Subsidize childcare costs for low-income households within the City	\$20,000
2004	Granted	To subsidize child care services for low-income during the summer months	\$15,000
2005	Granted	Caseworker salary for Emergency Services program	\$16,000
2006	Granted	Expenses of an additional social worker for the Emergency Services program	\$20,000

# **AGENDA**

**JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
OF THE COMMON COUNCIL  
REVIEW OF APPLICATIONS  
PRIOR TO PRESENTATION HEARING  
April 24, 2007  
5:00 p.m.  
McCloskey Room**

1. Introductions
2. Disclosure of Potential Conflicts of Interest
3. Review of Applications (Summary Sheet)
4. Initial Elimination of Applications
5. Discussion of Remaining Applications
6. Date of Presentations  
- May 3<sup>rd</sup>
7. Other Business
8. Adjournment

**Presentation Hearing**  
**Agenda**  
**Sample List of Agencies and Questions**

# AGENDA

## THE JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE OF THE CITY OF BLOOMINGTON COMMON COUNCIL

03 MAY 2007  
5:00 PM  
COUNCIL CHAMBERS

### AGENCY PRESENTATIONS

- **Introduction**
- **Order of Presentations\***

*The Committee requests that agencies limit their presentations to no more than 5 minutes.*

- 1 Monroe County United Ministries, Inc. (Rebecca Stanze)
- 2 Martha's House (Meredith Short)
- 3 Community Kitchen (Vicki Pierce)
- 4 Bloomington Hospital Positive Link (Jill Stowers)
- 5 Bloomington Housing Authority (Jennifer Osterholt)
- 6 Volunteers in Medicine of Monroe County (Elizabeth Sturgeon)
- 7 Stone Belt Arc, Inc. (Leslie Green)
- 8 Big Brothers Big Sisters of South Central Inc. (Andrea Smith)
- 9 Boys and Girls Clubs of Bloomington (Jeff Baldwin)
- 10 El Centro Comunal Latino (Tim Gonzalez)
- 11 Middle Way House, Inc. (Toby Strout)
- 12 My Sister's Closet (Sandy Keller)
- 13 New Leaf-New Life, Inc. (Vid Beldavs)
- 14 Planned Parenthood of Indiana, Inc. (John Lewis)
- 15 Shalom Community Center (Joel Rekas)
- 16 SCCAP Head Start (Shirley Stumpner)
- 17 Stepping Stones (Shari Benham)

- **Other Actions**
- **Adjournment**

\* *Please Note: Agencies have been asked to arrive according to the following schedule: the first six presenters should arrive by 5:00 p.m.; the next six presenters (7 – 12) should arrive by 5:30 p.m.; and, the last five presenters (13 – 17) should arrive by 6:00 p.m.*

Agency	Project	Request	Questions
Monroe County United Ministries, Inc.	Affordable Childcare	\$51,480.00	FS: files contain an additional one page balance sheet for 12/31/06 with checkings, savings, fixed and other assets    1) You write the elimination of 11 slots would threaten State funding; what is the exact number of slots that would require payback if eliminated?
Martha's House, Inc.	Emergency Shelter - Laundry Facilities	\$3,014.00	1) Please explain more about the financial condition of the agency? 2) Please break down the residents who come from each of the primary service counties - Lawrence, Owen, and Monroe.
Community Kitchen of Monroe County, Inc.	Equipment Purchase	\$29,800.00	FS: HAND files contain audit for CDBG 1) Are there other funds available for this purchase, in the event, the Committee does not fund this item or only provides partial funding? 2) What steps did you take to determine you obtained the best price for the cooler?
Bloomington Hospital Positive Link	Positive Link Group Support Program	\$2,360.00	FS: Council Office files contain complete 39-page Consolidated Financial Statement and Consolidating Information for 2004 and 2005
Bloomington Housing Authority	Crestmont Neighborhood Nurse Program	\$16,088.00	FS: HAND files contain audit for CDBG 1) What does the neighborhood nurse do during her visits and how many visits will she conduct a week for how many hours a week; 2) How will the neighborhood nurse work with VIM ; 3) How will your program change given these scenarios: less funding from the City, funding from Community Foundation and the City, and funding from Baxter?
Volunteers in Medicine of Monroe County	Promoting Wellness for the Uninsured with Information Technology Tools	\$35,700.00	1) What services does VIM provide and to whom? 2) How are duties divided between what is provided by VIM and what is provided by other health care agencies or programs. What are VIM's cooperative linkages with other agencies?

**Pre-Allocation Hearing**  
**Pre-Allocation Memorandum**  
**Rating Guidelines**  
**Committee Ratings, Recommended Allocations and**  
**Comments**

MEMORANDUM OF 2007 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE PRE-ALLOCATION MEETING  
15 May 2007

	REQUEST	AVERAGE RATING	PROPOSED ALLOCATION	ACTIONS <i>(Note Motions were unanimous unless otherwise stated)</i>
Community Kitchen of Monroe County, Inc. Equipment Purchase	\$29,800.00	5.00	\$29,800.00	Motion for full funding
Shalom Community Center, Inc. Hunger Relief Program Enhancement	\$5,450.00	4.71	\$5,450.00	Motion for full funding
Volunteers in Medicine Promoting Wellness for the Uninsured with Technology Tools	\$35,700.00	4.71	\$32,250.00	Motion to fund average recommended allocation
Stepping Stones Education Program	\$1,313.80	4.43	\$1,314.00	Motion to fund recommended average allocation with friendly amendment to fully fund.
Planned Parenthood of Indiana, Inc. PPIN Friend to Friend Patient Pass	\$5,300.00	4.29	\$5,000.00	Motion for full funding which was amended to provide partial funding.
Middle Way House, Inc. Domestic Violence Emergency Shelter	\$10,000.00	4.14	\$6,500.00	Motion to fund partial amount.
Monroe County United Ministries, Inc. Affordable Childcare	\$51,480.00	3.93	\$28,080.00	Motion to fund amount for six children
Martha's House, Inc. Emergency Shelter - Laundry Facilities	\$3,014.00	3.92	\$2,400.00	Motion to fund the equipment without warranty and delivery charges and then increase the amount to the next \$100.
Stone Belt Arc, Inc. Renovation of Art Studio	\$9,105.00	3.64	\$7,746.00	Motion to fund just over the average recommended allocation - \$6,400. Subsequent motion to increase allocation.
Bloomington Hospital Positive Link Positive Link Group Support Program	\$2,360.00	3.57	\$2,360.00	Motion for full funding. Vote: 6 - 1 (Ruff)
South Central Community Action Program Head Start Head Start Playground Renovations	\$8,124.00	3.50	\$5,000.00	Motion to fund partial amount.
El Centro Comunal Latino Outreach Programs Director	\$20,000.00	3.14	\$11,000.00	Motion to fund partial amount.
Big Brothers Big Sisters of South Central Indiana, Inc. Congregation Volunteer Recruitment Project	\$5,215.00	2.71	\$0.00	Motion not to fund.
Bloomington Housing Authority Crestmont Neighborhood Nurse Program	\$16,088.00	2.71	\$5,600.00	Motion to fund partial amount. Second motion to split this money between VIM and Stonebelt if funded through the Community Foundation.
Boys and Girls Clubs of Bloomington Camp Rock Facility Improvements	\$9,370.00	2.36	\$0.00	Motion not to fund.
My Sister's Closet Dress for Success	\$4,247.23	2.36	\$2,500.00	Motion to fund partial amount.
New Life - New Leaf, Inc. Families and Children of Incarcerated Parents	\$13,350.00	1.29	\$0.00	Motion not to fund.
TOTALS	\$230,667.03		\$145,000.00	

The meeting convened at 4:30 p.m. with all members of the Committee present along with staff members Sherman and Patterson. After determining there were no conflicts that require recusal of members the Committee discussed each application and made the motions indicated above. The Committee adjourned at 5:45 p.m.

## **Toward a Unified Rating System**

Past practice of the Committee has been to leverage 0-5 scheme to rank each application. In 2006, the Committee requested that Council staff propose attaching a definition to each ranking. The 2007 Committee reviewed the ranking scheme, agreed it was a useful guide but did not vote to formally adopt it.

### **Standardized Rankings – A Working Guide**

- |     |  |
|-----|--|
| “0” | Does not meet any criteria <u>and/or</u> does not primarily serve City residents.  |
| “1” | Minimally meets only one criterion and primarily serves City residents.  |
| “2” | Minimally meets only two criteria and primarily serves City residents.   |
| “3” | Minimally meets all three criteria and primarily serves City residents.  |
| “4” | Fully meets all three criteria, primarily serves City residents and addresses <u>one</u> of the Committee’s elaborated priorities (service to low-income residents or the provision of basic human needs). |
| “5” | Fully meets all three criteria, primarily serves City residents and <u>both</u> targets a low-income population <u>and</u> provides a service addressing basic human needs.                                |

Points discussed by the 2007 Committee are as follows:

- Mayer pointed out that the rating system adds value to the process, but is insufficient as a sole basis for decision making.
- Ruff stated that the proposed rating system makes rating entirely mechanical and affords little flexibility. On the other hand, the problem with rating each agency without linking criteria to ratings is that Committee members rank disparately – some provide many “5s” while others provide only low numbers. The Committee does not need a ranking system to eliminate clear “bad fits.”
- While Sandberg stated that she likes the inter-rater reliability afforded by a defined rating, Huffman pointed out that there is still room for subjectivity within the putative scheme – such as “broad and long-lasting benefits.”
- Mayer stated that rating should be keyed to the values of the Committee.

The Committee agreed that the above scheme serves as a useful guide, but decided to not formally adopt it.





**Allocation Hearing**  
**Agenda**  
**Meeting Worksheet**

# AGENDA

THE JACK HOPKINS  
SOCIAL SERVICES FUNDING COMMITTEE MEETING  
May 21, 2007  
5:00 p.m.  
COUNCIL CHAMBERS

## FUNDING RECOMMENDATIONS

I. Introduction

II. Funding Recommendations

- Motion to Recommend Funding

III. Other Matters

- Final Action on Recommendations at the Regular Session on June 20, 2007
- Funding Agreements
- Survey
- Technical Assistance Meeting on Tuesday, June 26, 2007 at 8:30 a.m. in the McCloskey Room

IV. Adjournment

2007 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE

	REQUEST	AVERAGE RATING	ALLOCATION
Community Kitchen of Monroe County, Inc.	\$29,800.00	5.00	\$29,800.00
Equipment Purchase			
Shalom Community Center, Inc.	\$5,450.00	4.71	\$5,450.00
Hunger Relief Program Enhancement			
Volunteers in Medicine	\$35,700.00	4.71	\$32,250.00
Promoting Wellness for the Uninsured with Information Technology Tools			
Stepping Stones	\$1,313.80	4.43	\$1,314.00
Education Program			
Planned Parenthood of Indiana, Inc.	\$5,300.00	4.29	\$5,000.00
PPIN Friend to Friend Patient Pass			
Middle Way House, Inc.	\$10,000.00	4.14	\$6,500.00
Domestic Violence Emergency Shelter			
Monroe County United Ministries, Inc.	\$51,480.00	3.93	\$28,080.00
Affordable Childcare			
Martha's House, Inc.	\$3,014.00	3.92	\$2,400.00
Emergency Shelter - Laundry Facilities			
Stone Belt Arc, Inc.	\$9,105.00	3.64	\$7,746.00
Renovation of Art Studio			
Bloomington Hospital Positive Link	\$2,360.00	3.57	\$2,360.00
Positive Link Group Support Program			
South Central Community Action Program Head Start	\$8,124.00	3.50	\$5,000.00
Head Start Playground Renovations			
El Centro Comunal Latino	\$20,000.00	3.14	\$11,000.00
Outreach Programs Director			
Big Brothers Big Sisters of South Central Indiana, Inc.	\$5,215.00	2.71	\$0.00
Congregation Volunteer Recruitment Project			
Bloomington Housing Authority	\$16,088.00	2.71	\$5,600.00
Crestmont Neighborhood Nurse Program			
Boys and Girls Clubs of Bloomington	\$9,370.00	2.36	\$0.00
Camp Rock Facility Improvements			
My Sister's Closet	\$4,247.23	2.36	\$2,500.00
Dress for Success			
New Life - New Leaf, Inc.	\$13,350.00	1.29	\$0.00
Families and Children of Incarcerated Parents			
TOTALS	\$229,917.03		\$145,000.00

## **Sample Funding Agreement**

FUNDING AGREEMENT  
CITY OF BLOOMINGTON - JACK HOPKINS  
SOCIAL SERVICES PROGRAM

«Agency\_Name»

This Agreement entered into on \_\_\_\_\_, 2008, at Bloomington, Indiana, between the Common Council of the City of Bloomington, Indiana, hereinafter referred to as the "City," and «Agency\_Name», hereinafter referred to as the "Agency," provides for the following:

- Whereas, the Jack Hopkins Social Services Program Funding Committee (Committee) reviewed Agency applications, heard their presentations, and made funding recommendations to the Common Council; and
- Whereas, the Common Council adopted [Resolution 08-0X](#) which provided funding to this Agency in the amount and for the purposes set forth in Section 1 of this Agreement; and
- Whereas, the resolution also delegated the duty of interpreting the funding agreement for the City to the Chair of the Committee; and
- Whereas, in interpreting the Agreement, the Chair may consider the purposes of the program, the application and comments by Agency representatives, and statements made by decision-makers during deliberations;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

Agency agrees to use Agreement funds as follows:

«Project\_Description»

«Other\_Provisions»

II. TIME OF PERFORMANCE

The last claim for expenses under this Agreement must be filed before «Deadline». Upon request from the Agency, the deadline may be extended for good cause to a date no later than [April 4, 2009](#), by the Housing and Neighborhood Development Director of the City. Said request must be submitted in writing at least two weeks prior to the deadline set forth the first sentence or as that date has been extended by the Housing and Neighborhood Development Director.

### III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$«Received». Claims for the payment of eligible expenses shall be made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at the City's sole discretion, showing the Agency's expenditures.

The Agency agrees to make its best efforts to submit claims on a monthly basis and also agrees to submit claims for its June, July, and August expenditures no later than the end of September and to submit claims for its September, October, and November expenditures no later than [December 1, 2009](#).

In the event the award includes money for operational costs (i.e., to cover ongoing expenditures such as rent, utilities, salaries, etc.), the Agency agrees to submit a one page evaluation of the program to the City on or before the date it submits the final claim voucher.

### IV. ADMINISTRATIVE REQUIREMENTS

#### A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

- (1) Accurate, current, and complete disclosure of the financial component of its activities;
- (2) Records which identify adequately the source and application of funds for City supported activities;
- (3) Effective control over and accountability for all funds, property, and other assets.
- (4) Adequate safeguarding all such assets and assurance that they are used solely for authorized purposes;
- (5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
- (6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

C. Retention of Records

The Agency agrees that it will retain financial records, supporting documents, statistical records, and all other records pertinent to the funding provided to the Agency for a period of three years from the termination of this Agreement pursuant to Section VII or VIII.

V. GENERAL CONDITIONS

A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. None of the benefits provided by an employer to an employee, including but not limited to minimum wage and overtime compensation, workers' compensation insurance and unemployment insurance, shall be available from or through the City to the Agency.

B. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

C. Nondiscrimination (for agencies receiving grants in excess of \$10,000)

Agencies receiving grants in excess of Ten Thousand Dollars (\$10,000) shall be subject to the following provision in accordance with Section 2.21.070 of the Bloomington Municipal Code. The Agency will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.



#### D. Living Wage Requirements

(1) This contract is subject to the City of Bloomington Living Wage Ordinance, Chapter 2.28 of the Bloomington Municipal Code and any implementing regulations. The Living Wage Ordinance requires among other things, that unless specific exemptions apply, all recipients of City subsidies, as defined, shall provide payment of a minimum level of compensation to employees which may include the cost of health benefits. Such rate shall be adjusted annually pursuant to the terms of the Bloomington Living Wage Ordinance.

(2) Under the provisions of the Bloomington Living Wage Ordinance, the City shall have the authority, under appropriate circumstances, to terminate this contract and to seek other remedies as set forth therein, for violations of the Ordinance.

#### VI. NOTICES

Communication and details concerning this Agreement shall be directed to the following representatives:

City: Marilyn Patterson, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3577 Fax: (812) 349-3582 E-mail: pattersm@bloomington.in.gov	Agency: «Director_of_Agency» «Agency_Name» «Address_1» «Address_2» Tel: «Phone_» E-mail: «Email_Address»
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#### VII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that the Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys' fees.

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be

affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

#### VIII. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA

«Agency\_Name»

By: \_\_\_\_\_  
Susan Sandberg  
President, Common Council

By: \_\_\_\_\_  
«Pres\_BoD»  
President  
Board of Directors

By: \_\_\_\_\_  
Lisa Abbott  
Housing and Neighborhood  
Development Director

By: \_\_\_\_\_  
«Director\_of\_Agency»  
Executive Director

\_\_\_\_\_  
Date


\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Kruzan, Mayor

\_\_\_\_\_  
Date

## **Calendar for Months of March through June**



# March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																						
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# April 2008

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# May 2008

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